

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 601-4

6 October 1997

Effective: 24 October 1997

**Personnel Selection and Classification
STUDENT TESTING PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
A and D

*This regulation supersedes USMEPCOM Reg 601-4, 13 June 1991; USMEPCOM Reg 601-2, 15 March 1991; and USMEPCOM Reg 601-5, 15 April 1991. It rescinds USMEPCOM Form 601-2, 1 Oct 89; USMEPCOM Form 601-5-R, 1 Apr 91; USMEPCOM Form 601-5-1-R, 1 Apr 91; and RCS: MEPCT-6(R2).

Summary. This regulation prescribes policies and procedures relative to the daily operation of the Department of Defense (DOD) Student Testing Program (STP). It includes the substance of what were four USMEPCOM regulations for the STP.

Applicability. This regulation is applicable to all activities of the United States Military Entrance Processing Command (USMEPCOM) and provides procedural guidance and administrative information to the recruiting Services.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-TD, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by Director, Information Management Directorate, HQ USMEPCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MOP-TD. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MOP-TD, 2500 Green Bay Road, North Chicago, IL 60064-3094.

Internal Management Control Program. This regulation is subject to the requirements of USMEPCOM management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. Key management controls and the management control evaluation process are at appendix B. This regulation complies with the United States Military Entrance Processing Command (USMEPCOM) Reg 11-4 (Internal Controls).

Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	1-1
References	1-2	1-1

6 October 1997

USMEPCOM Reg 601-4

Explanation of abbreviations and terms	1-3	1-1
Responsibilities	1-4	1-1
Management of the Student Testing Program (STP)	1-5	1-13

Chapter 2

The Department of Defense (DOD) STP

Description of the DOD STP	2-1	2-1
The student ASVAB	2-2	2-1
Scheduling student test sessions	2-3	2-2
Open season	2-4	2-2
Test scheduling priority	2-5	2-2
Testing dates	2-6	2-3
Release options	2-7	2-3
Proctor support	2-8	2-5
Using school educational staff as proctors	2-9	2-6
Proctor role	2-10	2-7
Proctor "no-shows"	2-11	2-7
Cancellation of a student test session for discipline problems	2-12	2-8
ASVAB administration time	2-13	2-9
Distractions	2-14	2-9
Split sessions	2-15	2-10
Session breaks	2-16	2-10
Nonschool hours and facilities	2-17	2-11
Voluntary aspect of the student ASVAB	2-18	2-11

Chapter 3

Test Administration

The test administrator (TA)	3-1	3-1
Instructions for administering the ASVAB	3-2	3-1

	Paragraph	Page
--	------------------	-------------

Test facility quality control	3-3	3-4
Use of test booklets	3-4	3-4
Influential test factors	3-5	3-7
Individual student breaks	3-6	3-8
Page 1 - quality control	3-7	3-9
Cheating	3-8	3-10
Special processing conditions	3-9	3-11
Test verification procedures	3-10	3-12
Mailing procedures	3-11	3-13

Chapter 4

Test Control

Controlled and accountable items	4-1	4-1
Scheduling test sessions with special arrangements	4-2	4-1
Multiroom testing	4-3	4-1
Appointment of a MEPS test monitor	4-4	4-1
Cheating and test control	4-5	4-2
Test loss/compromise	4-6	4-3

Chapter 5**Test Scoring, Products, and Distribution**

Session material processing	5-1	5-1
Preparation of test session materials for scoring	5-2	5-1
Scoring of answer sheets	5-3	5-1
STS scoring and processing reports	5-4	5-1
ASVAB Student Results Sheet	5-5	5-2
ASVAB test score results roster	5-6	5-3
Recruiter service copy	5-7	5-3
Gummed labels	5-8	5-4
STS file reports	5-9	5-4
STS operator generated reports	5-10	5-5
Microfiche	5-11	5-5
Control and distribution of student ASVAB products	5-12	5-5

	Paragraph	Page
--	------------------	-------------

Chapter 6**Managing the MEPS School Database**

MEPS changes in the database	6-1	6-1
Adding a new school record	6-2	6-1
Updating an existing school record	6-3	6-1
School status categories	6-4	6-2
Tracking an eligible nontesting school	6-5	6-2
Changing the school status to ineligible	6-6	6-3
Changing the school status to eligible	6-7	6-4
Changing the Service assignment of a school record	6-8	6-4
Maintaining a valid school list	6-9	6-5
Deleting a school record	6-10	6-5
Printing school records	6-11	6-5

Chapter 7**Managing Test Session Information in the Student Database**

Entering session data into the MEPS computer system	7-1	7-1
Types of test session modifications	7-2	7-1

Chapter 8**Centers of Influence (COI) Program**

Description of COI Program	8-1	8-1
COI funding and vendor payment	8-2	8-1
Funding, cost, and attendance constraints	8-3	8-1
Funding prohibitions	8-4	8-2
COI After-action report	8-5	8-3
COI return on investment evaluation	8-6	8-3

Chapter 9**Education Services Specialist Organization Participation and Individual Development**

Recommended organizations for membership and participation	9-1	9-1
--	-----	-----

	Paragraph	Page
MEPS ESS participation at national level	9-2	9-1
Purchase of organization memberships	9-3	9-2
Participation in educator organizations	9-4	9-2
Professional development	9-5	9-3
Individual development plan (IDP)	9-6	9-3
Budget and funding	9-7	9-3

Chapter 10**Overseas Testing Program**

ASVAB testing outside the United States and Puerto Rico	10-1	10-1
USMEPCOM recruiting Service coordination	10-2	10-1

Appendixes

- A.** References
- B.** Management Control Evaluation Checklist
- C.** Student Testing Program Marketing Plan
- D.** STP Support Materials

- E.** Instructions for Preparing Prescribed
USMEPCOM Forms
- F.** List of States and Representative MEPS
- G.** Checklist for Conducting an ASVAB Test Session
- H.** Guidelines for Assigning Test Session Numbers

Glossary

Index

Chapter 1

General

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for carrying out the functions of the Armed Services Vocational Aptitude Battery (ASVAB) Student Testing Program (STP), including program administration, funding, training, promotion, and materials procurement and distribution.

1-2. References

Required and related publications, required and prescribed forms, and prescribed file numbers are in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Director, Operations will:

(1) Provide overall staff supervision and managerial support for all aspects of the STP and the Centers of Influence (COI) Program.

(2) Develop a vision for the STP; use as information resources policy membership in the Manpower Accession Policy Working Group (MAPWG), Joint Recruiting Commanders Council (JRCC), and the Office of the Assistant Secretary of Defense (OASD).

(3) Review and approve annual national marketing plan (NMP), training plan, and budget; review and approve national convention attendance and COI events.

(4) Keep JRCC and MAPWG aware of STP requirements of the recruiting Services; rally the members of these groups to view the STP as a joint endeavor.

(5) Whenever practical, attend national conventions with the Command education services specialist (ESS) and make statements to educators on behalf of HQ USMEPCOM.

(6) Advocate the STP as a mission-essential program.

(7) Consult STP staff for historical information and marketing perspective on the STP.

b. Chief, Testing Division will:

(1) Maintain staff supervision of the STP and advise the Director, Operations on all aspects of the STP.

(2) Oversee the day-to-day functioning of the STP. Use the Student Testing System database, the MEPS Obligation Workload Execution Report (MOWER), Quantitative Information Comparison (QuIC), Testing Operations Management Data (TOM-D), and the Student Testing Report (STR) to monitor and evaluate the STP and its resources. (A management control evaluation checklist is provided at app. B.)

(3) Review and submit to the Director, Operations the NMP, training plan, budget, and annual plan for national conventions and COI events.

(4) Brief the Director, Operations and the STP civilian and military staff on the STP at prescribed intervals and as required.

c. Command ESS will:

(1) Manage the STP at HQ USMEPCOM and advise and coordinate with the Chief, Testing Division on all aspects of the STP.

(2) Develop training plans for all HQ USMEPCOM-sponsored courses, to include ESS orientation course, and national training conference workshops for ESSs and military entrance processing station (MEPS) commanders.

(3) Provide STP training to new MEPS commanders and at the National Commanders Training Conference.

(4) Devise goals and standards by which to measure the effectiveness of the STP.

(5) Compile input from recruiting Services and develop an annual national marketing plan. The purpose and guidelines for a marketing plan are found in appendix C.

(6) Establish policy and guidance for conventions, COIs, locally produced marketing materials, handicapped testing, hiring of ESSs, and related STP concerns.

(7) Critique advertisements developed to promote the ASVAB Career Exploration Program (CEP) in educator periodicals.

(8) Review STP management tools (i.e., Quarterly Activity Report (QAR), QuIC, STR, and TOM-D) for recognizable trends; assess likely impact of apparent trends and make recommendations for action to the Chief, Testing Division.

(9) Edit ASVAB proofs prior to submission for printing.

(10) Approve MEPS ESS program participation to represent the ASVAB CEP or STP at national conventions and conferences.

(11) Research and provide to the Command Sector Liaison (CSL) ESSs information from pertinent educational studies and organizations.

(12) Review the CSL's after-action reports and assist in resolving any problems.

(13) Recommend to the Chief, Testing Division appropriate conferences and conventions for national exhibit, and execute a plan for participation in those approved.

(14) Oversee procurement, printing, and distribution of testing materials.

(15) Develop STP briefs, information papers, and special

6 October 1997

USMEPCOM Reg 601-4

reports for presentation by the MEPCOM representative to groups such as the MAPWG, JRCC, and Joint Recruiting Advertising Program.

d. CSL ESS will:

(1) Advise and assist sector operations personnel in support of Sector management of the STP. Advise the sector commander on sector-wide STP policy and execution.

(2) Coordinate submission of NMP input from MEPS through sector. Communicate NMP goals and objectives to sector for dissemination to MEPS. Monitor and review individual MEPS marketing plans to ensure that they support NMP goals and objectives. (See app. C for marketing plan instructions.) Monitor achievement of NMP goals and objectives through the use of STP management tools (e.g., STP quarterly activity report, MOWER, QuIC, STR, and the STP software database).

(3) Provide training for MEPS commanders and ESSs on an ad hoc basis. Serve as the sector representative at group HQ USMEPCOM-sponsored ESS training.

(4) Promote the ASVAB CEP.

(a) Coordinate regional conventions and COI events at the direction of the sector commander. When directed, make presentations or assist in identifying presenters for regional educator conventions and conferences.

(b) Assist the MEPS ESSs with development of presentations at State and local educator conventions and conferences at the request of the MEPS commander and/or sector commander.

(c) Assist the sector commander and HQ USMEPCOM ESS in indentifying MEPS ESS who should be tasked/funded to staff ASVAB exhibits at the national conventions.

(5) Analyze the MEPS QARs and recommend appropriate sector action. Submit an executive summary of MEPS QARs through the sector commander to HQ USMEPCOM within 30 days following receipt of MEPS QARs.

(6) Review and recommend approval of the following materials submitted through sector testing and HQ USMEPCOM:

(a) All locally prepared ASVAB materials submitted by the MEPS ESS.

- (b) Requests for COI funding.
 - (c) Local marketing plans.
 - (d) STP portions of MEPS annual budget submission.
 - (e) Other items designated by the sector commander.
- (7) Maintain a roster of ESSs within the sector, with telephone numbers; revise and distribute the roster as needed.
- (8) Review applications for MEPS ESS positions and make recommendations to the MEPS commander; assist the MEPS commander throughout the hiring process.
- (9) Provide reports to the sector commander concerning the STP, as required. Attend various meetings at the invitation of the sector commander, and provide briefings for meeting attendees as required.
- (10) Coordinate with the HQ USMEPCOM testing printing officer on MEPS printing requirements and distribution problems.

e. HQ USMEPCOM testing printing officer will:

- (1) Serve as the printing procurement manager to:
- (a) Procure promotional literature and test materials. A description of materials is at appendix D.
 - (b) Serve as the primary liaison between HQ USMEPCOM and the Government Printing Office, contracted printers, contracted research agencies, procurement officials, and vendors.
 - (c) Provide guidance for quality inspections by recipients of ASVAB materials, and negotiate settlement of complaints about quantity and quality discrepancies.
- (2) Identify, validate, and budget for MEPS' printing requirements. Schedule the printing of all Department of Defense (DOD) enlistment and student testing printing materials.
- (3) Monitor contracts, review proofs, coordinate distribution of promotional materials, and verify receipt of controlled test materials.
- (4) Provide printing assistance, and quality control through product sampling and press inspections.

(5) Troubleshoot CSL-identified problems with printing needs, quality, and distribution.

(6) Establish with CLS annually the quantities of ASVAB materials to be procured and distributed.

f. Sector commander will:

(1) Review MEPS' marketing plans and budget submissions for the STP requirements.

(2) Review the CSL budget requests for temporary duty (TDY) assignments and support as desired/required.

(3) Provide guidance and establish quantitative standards for a successful STP.

(4) Hold the MEPS commander responsible for maintaining established standards for the STP. Require periodic status reports on the STP from the MEPS commander.

(5) Ensure the set goals/standards are included in the MEPS STP marketing plan.

(6) Recognize specific MEPS for successful mission accomplishment.

g. MEPS commander will:

(1) Ensure the overall administration of the STP is in accordance with the procedures, policies, and intent of this regulation.

(2) Review and approve the local marketing plan and ensure coordination with Interservice Recruitment Committee (IRC) members. Encourage IRC members to support the STP as a cooperative endeavor.

(3) Review and approve the local training plan.

(4) Project budget requirements for the MEPS STP; prioritize expenditures where adjustments must be made.

(5) Report in writing within 2 weeks to the CSL (through the sector commander), the hiring, resignation, or firing of a MEPS ESS.

h. MEPS ESS will:

- (1) Report directly to the MEPS commander.
- (2) Manage and oversee the STP at the MEPS level; coordinate with the operations officer for resources in support of the STP.
- (3) Utilize information resources such as educator organizations, State and local boards of education, career information delivery systems and school districts; devise strategies for promoting the ASVAB CEP.
- (4) Preside over an IRC education subcommittee composed of representatives from all recruiting Services.
 - (a) Resolve or prepare for the IRC consideration issues related to the STP.
 - (b) Coordinate the development of the local marketing plan.
 - (c) Maintain education subcommittee minutes for at least 2 years.
- (5) Attend cluster meetings for training, as required.
- (6) Assess needs for ASVAB training; devise local training plan for personnel involved with the management and marketing of the STP.
- (7) Provide training to affiliated recruiting Service and MEPS personnel.
- (8) Estimate line item budget costs for operating the MEPS STP. Prepare the annual STP budget for submission to the MEPS commander.
- (9) Present and exhibit at local and State educator conventions. Monitor local, regional, and statewide educational issues.
- (10) Coordinate State and local COI events.
- (11) Conduct on-site presentations to educators and education officials. Train counselors to interpret test results. Plan and conduct seminars and workshops regarding the ASVAB CEP.

(12) Attend the first available HQ USMEPCOM ASVAB ESS orientation course, and attend other training as deemed necessary by the MEPS or sector commander, and by the Director, Operations Directorate (HQ USMEPCOM).

(13) Document school visits using the STP trip report in the STP software database or similar format. Maintain historical files of all schools within the MEPS boundary. Maintain for 2 years under file number (FN) 601 reports of all trips, visits to educators, and conference attendances.

(14) Conduct ASVAB pretest activities at schools. When requested by school officials, assist student groups in interpreting test results.

(15) Provide logistical information to the MEPS commander and the IRC regarding educational testing, scheduling, problems, and other items of concern.

(16) Participate in ASVAB-related activities in the educational community (i.e., career days, scheduled or called meetings of guidance counselors, COI events sponsored by recruiting Services, and educator orientation visits).

(17) Compile specific statistical reports from the STP software program, MEPS computer system and the QuIC analysis tool as required for the MEPS commander and the IRC.

(18) Submit the MEPS student testing QAR through sector to CSL ESS NLT the 15th of the month following the quarter being reported, using USMEPCOM Form 601-4-9-R-E (Student Testing Program Quarterly Activity Report)(RCS: MOP-7). (See app. E for instructions for completing this form.) A copy will be maintained in the MEPS for 3 years under FN 601a, and for 2 years at HQ USMEPCOM.

(19) Forward all locally prepared ASVAB materials through sector to the CSL ESS for approval, including but not limited to information flyers, promotional items and publicity items. Keep all approved samples on file for 2 years for Inspector General review.

(20) If designated the STP representative to the State department of education (see app. F), establish contacts with State legislators and State education officials to promote the STP. (Make NO direct contact with Federal officials regarding the STP. Refer any inquiries from Federal officials or their representatives to HQ USMEPCOM, MOP-TD.)

(21) Solicit the support of influential organizations and individual leaders to promote the STP.

(22) Obtain approval from MEPS and sector commanders and the Command ESS prior to representing the ASVAB STP at a national convention or conference.

(23) Obtain written clearance through MEPS and sector commanders, from HQ USMEPCOM, before participating in a discussion or providing information about the ASVAB for any public broadcast or print medium.

(24) Encourage feedback from educators regarding test sessions, either verbally or by way of critique sheets. (Data collection surveys are prohibited. (Data collection and ASVAB-related research are the sole responsibility of the OASD and require Office of Management and Budget approval.)

(25) Inform MEPS commander, sector commander, and HQ USMEPCOM testing section (telephonically followed by a memorandum for record) of any contact with or by affiliate headquarters such as OASD or Defense Manpower Data Center (DMDC).

(26) Do a monthly quality control check on USMEPCOM Forms 601-4-3-R-E (Student ASVAB Test Record).

i. MEPS operations officer will:

(1) Provide resources in support of the STP.

(2) Coordinate with the ESS and the test coordinator (TC) regularly regarding all aspects of the STP.

j. Test control officer will:

(1) Enforce the control and security of STP ASVAB test booklets, answer sheets and associated materials, and carry out security duties as required in USMEPCOM Reg 611-1, chapter 2.

(2) Oversee the requisition, storage, issue, security and appropriate inventory maintenance of accountable test materials required for the STP. Store accountable test material IAW USMEPCOM Reg 611-1, chapter 2.

(3) Advise the MEPS commander, operations officer, ESS, TC, test administrators (TA), and other members of the testing section of changes in regulations or procedures which pertain to test security accountability and the status of test materials.

(4) Document test administration irregularities involving military and Office of Personnel Management (OPM) TAs.

(5) Train new personnel as TAs.

k. Testing noncommissioned officer (NCO) will assist the operations officer/assistant operations officer; coordinate testing operations with the TC to ensure the smooth flow of the daily functions within the testing section; and provide training and administer tests.

1. TC will:

(1) Coordinate test schedule.

(2) Communicate with school officials, recruiting Services, and OPM to coordinate date, proctor support, and TA for test sessions.

(3) Assist the ESS with local training and with training of OPM personnel.

(4) Assess and notify ESS of specific budgetary requirements.

(5) Utilize public relations techniques to maintain customer satisfaction.

(6) Maintain and update the STP database.

(7) Resolve problems with test scheduling, administration, and scoring.

(8) Ensure timely printing of ASVAB products for forwarding to schools, and timely release of products to recruiting Services.

(9) Prepare and maintain all school records and student testing reports relating to student testing, to include any hard copy paper files, the database on the MEPS computer system, and in the STP software database.

(10) Administer tests as needed.

(11) Maintain and ensure the accuracy of all student test related materials and the following forms:

(a) USMEPCOM Form 601-4-R-E (Student Test Answer Form Discrepancy List). See appendix E for instructions for completing this form. (Use FN 601a, destroy after 2 years).

(b) USMEPCOM Form 601-4-1-R-E (MEPS School File Data Input Record). See appendix E for instructions for completing this form. (Use FN 601a, destroy after 2 years).

(c) USMEPCOM Form 601-4-2-R-E (Processing and Distribution Control Record). See appendix E for instructions for completing this form. (Use FN 601a, destroy after 2 years).

(d) USMEPCOM Form 601-4-3-R-E (Student ASVAB Test Record). See appendix E for instructions for completing this form. (Use FN 601a, destroy after 2 years).

(e) USMEPCOM Form 601-4-5-R-E (Student Testing Database Maintenance Form). See appendix E for instructions for completing this form. (Use FN 601, maintain until end of school year).

(f) OPM Form 697-A (Record Sheet for Armed Forces Applicants Examination). (Maintain under FN 601-222d in accordance with (IAW) USMEPCOM Reg 611-1, par. 3-6.)

(12) Include STP information pertaining to emergency contingency plans for the MEPS and OPM in the MEPS Testing standing operating procedure.

(13) Track and report all proctor no-shows.

(14) Obtain all necessary exceptions to policy with respect to the STP.

(15) Coordinate with the budget accounting assistant/support group supervisor concerning TDY for student ASVAB sessions and session allocation requirements.

(16) Maintain adequate stock of ASVAB promotional materials; place timely orders for more materials to prevent depletion.

(17) Participate in the editing, scoring, printing, packaging and mailing or testing products.

m. TA will:

(1) Administer the test, and ensure all requirements for

6 October 1997

USMEPCOM Reg 601-4

security and standard administration are met.

- (a) Assemble test session material.
 - (b) Supervise proctors.
 - (c) Inspect test booklets to ensure they are free of marks and in good condition. Destroy unserviceable test booklets in accordance with USMEPCOM Reg 611-1, chapter 2.
 - (d) Properly complete USMEPCOM Form 601-4-R-E and USMEPCOM Form 601-4-3-R-E. When applicable, complete USMEPCOM Form 601-4-4-R-E (Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets). See appendix E for instructions for completing this form. Maintain for 1 year under FN 601-222f.
- (2) Participate in the editing, scoring, printing, packaging, and mailing of student testing products.

1-5. Management of the Student Testing Program (STP)

The Army Regulation (AR) 601-222 (Joint Service Regulation) designates HQ USMEPCOM as the single manager of all ASVAB testing in the United States, its commonwealth, and territories. Management includes program promotion, test administration, scoring, distribution of test materials, and the training and supervision of all testing personnel.

Chapter 2**The Department of Defense (DOD) STP****2-1. Description of the DOD STP**

a. The DOD STP is sponsored by the DOD and offered to secondary and post-secondary schools. It is available to students in the 10th, 11th, and 12th grades, and to students in post secondary schools (2-year community colleges, vocational/technical schools), college prep schools, and Job Corps centers. Four-year colleges may use the ASVAB student test. The purpose of the STP is to provide leads for the recruiting Services and a career counseling and exploration instrument to counselors and students. The ASVAB will not be administered to students below the 10th grade.

b. After a test session, the MEPS TA will score the answer sheets. The TA will send to the school counselor a copy of Exploring Careers: The ASVAB Workbook for each participating student, and the results package. Release of Service copies to the recruiting Services will be IAW with the release option selected by the school. Scores for students above 10th grade may be used for enlistment. Serious incidents or activities which may adversely impact the STP will be reported to the MEPS commander and, if necessary, to higher headquarters IAW USMEPCOM Reg 5-5 (Security, Safety, and Special Programs), paragraph 4-91.

c. Support materials for ASVAB were designed, distributed, and intended for use in promoting the STP in secondary and post-secondary schools nationwide. See appendix D for a listing and description of support materials.

2-2. The student ASVAB

The student ASVAB contains 10 subtests, four of which are used to compute three academic composite scores: Academic Ability (AA), Verbal Ability (VA), and Math Ability (MA). These composite scores suggest a student's potential for advanced academic training and predict performance in educational areas requiring verbal or mathematical skills. Schools also use AA as an indicator of academic aptitude. Descriptions of the 10 subtests, and information concerning the composite scores are contained in the ASVAB Counselor Manual. Student scores on the ASVAB are used to compute the the selection and classification scores for enlistment qualification. Enlistment scores for 11th and 12th grade students are available only from the MEPS. On-the-spot manual computation of student ASVAB scores for official purposes will not be attempted by testing, recruiting personnel, or any other agency or individual.

2-3. Scheduling student test sessions

a. Recruiters of the assigned Service are ultimately responsible for scheduling the ASVAB at a school. The recruiters work closely with the MEPS ESS and TC. The ESS and TC ensure that schools are contacted, scheduling and confirmation letters are sent, and that resources are coordinated.

b. The MEPS ESS will preside over the IRC's education subcommittee. The education subcommittee will be composed of representatives appointed by their respective Service. The subcommittee will meet periodically to compile information and formulate recommendations to present to the IRC regarding requirements for the success of the STP.

2-4. Open season

Each school within the MEPS boundaries is assigned to a particular recruiting Service by the IRC. Until open season, the Service assigned has primary responsibility for promoting the STP, scheduling the test session, and interpreting the results. Open season is defined as the period of each school year when the Services are encouraged to schedule previously unscheduled schools, without regard for assigned Service responsibility. An "unscheduled school" is one that has not tested nor scheduled to test in the current school year. Open season dates, as well as determination of service credit for schools and students tested, should be agreed upon by the IRC.

2-5. Test scheduling priority

The TC will schedule test sessions based upon the preferred or alternative dates provided by the school, and the availability of dates on the calendar. Use of any other criteria (e.g., size of school, grades to test, release option) for prioritizing schools on the testing calendar will be done only at the request of the IRC.

2-6. Testing dates

Letters may be forwarded to participating schools to obtain preferred ASVAB testing dates. If feasible, a facsimile via modem may be used to schedule schools. School officials will coordinate test dates with the MEPS TC. Confirmation of the test date is made by the MEPS TC.

2-7. Release options

When scheduling a school test session, school officials choose the release option(s), also referred to as "special instruc-

tions," except release option 7.

a. Option 7 is assigned by MEPS to all students in a test session when the session is interrupted before subtest 5 is completed, such as by a fire drill, or when the test is administered without full proctor support that is prescribed in paragraph 2-8 of this regulation. Option 7 is also assigned to individual students who abandon the test or are dismissed for cheating or disruptive behavior. Option 7 tests are processed, but scores are not available to the recruiting Services.

b. The school official may request a split option and assign more than one option in the same session. For example, the official may choose release option 1 for seniors and release option 5 for juniors. Release options are listed in table 2-1.

Table 2-1
Release Options

Option	Release of the test results to the recruiting Services.
1	No special instructions. Release results to recruiting military services 7 days after test scores are mailed.
2	Release results to recruiters 60 days after test scores are mailed. No recruiter contact prior to that time.
	Release results to recruiters 90 days after

3	test scores are mailed. No recruiter contact prior to that time.
4	Release results to recruiters 120 days after test scores are mailed. No recruiter contact prior to that time.
5	Release results to recruiters at the end of the school year. No recruiter contact prior to that time.
6	Release results to recruiting military services 7 days after test scores are mailed. No telephone solicitations by recruiter based on the student names provided with the listing of student results.
7	Not valid for enlistment purposes. Results not released to recruiting military services.
8	No recruiter contact from this listing of student results. Results not released to recruiting Services.

2-8. Proctor support

a. The student to proctor ratio will be no greater than 40:1. The TA is not counted as a proctor. For testing rooms with 25 individuals or less, the TA may release the proctor provided adequate security and integrity of the test can be maintained. If testing is done in multiple classrooms when using a public address system or closed circuit television to give instructions, the 40:1 maximum student to proctor ratio applies per room.

b. Prior to the test session, the MEPS commander has the authority to issue a letter waiving the requirement to have a proctor present when the session meets all the criteria listed in (1) through (5) below. The waiver letter will be maintained for 2 years under FN 601a.

(1) The session does not exceed 25 students.

(2) The TA indicates that the test can be administered

comfortably and safely without proctor support.

(3) The school has a favorable test management history (no disruptions or test loss/compromise has occurred in the past).

(4) An assessment of the school's testing environment by the MEPS ESS indicates sessions can be managed without difficulty by the TA alone in the absence of proctors.

(5) The IRC has no objection to conducting sessions without proctor support.

c. Proctor requirements will be confirmed by the MEPS, and coordinated with the IRC for designation of proctors to be provided by each Service. It is the duty of the responsible Service to coordinate sufficient proctor support for each test session. See paragraph 2-9 for information regarding contracting for school educational staff to proctor.

(1) The TC will notify a responsible Service point of contact (POC) immediately after a session is scheduled and a projected number of students is received from the school POC. The TC will annotate the name and telephone number of the responsible Service POC on USMEPCOM Form 601-4-3-R-E, part B, item 3.

(2) Five work days before the test date, the TC will confirm with the school's POC a current projection of the number of students who will participate. The TC will notify the responsible Service's POC of this final projection, and state the number of proctors this final projection requires.

d. If at 30 minutes before the test time the number of proctors on hand is not sufficient to test, the TA has one of the following options (in order of preference, number 1 being most preferred):

(1) Assess the situation to determine if the test can be administered without unreasonably jeopardizing test security. Notify the MEPS commander or a designated representative of the assessment, and recommend the continuation of the session(or recommend cancellation if continuation would jeopardize test security). At the discretion of the MEPS commander or designated representative, and with the concurrence of the TA, the test will be administered and coded option 7.

(2) Ask the school official to reduce the number of students sufficient to meet the maximum 40:1 student-proctor

ratio.

(3) If the school official will not reduce the number of students, the TA will cancel the test, with the MEPS commander's approval, and offer to negotiate a rescheduling.

2-9. Using school educational staff as proctors

a. Contracting with schools to use school educational staff as proctors is authorized only when the number of students projected to participate in a session is 161 or more (i.e., for a session that requires more than four proctors). A contract with the school may be made for proctors needed beyond four. To avoid having to contract, maximum utilization of any available Service support above the four is encouraged. At the test session, all proctors (military and school staff) may be used depending on the number of students participating. Military proctors on hand will be considered first. If more proctors are needed, school staff will be used up to the number stated in the contract.

b. Arrange payment for educational staff proctor support in advance. Use one of the following three ways to ensure payment:

(1) If the school is capable of accepting a credit card, MEPS may use the Government credit card for payment.

(2) Use a Standard Form (SF)44 (Purchase Order Invoice Voucher). The servicing procurement office for the MEPS may appoint an ordering officer at the MEPS to execute SFs 44 for this purpose. After completion of the test session, the ordering officer at the MEPS will sign the invoice accepting services, and send it to the financing office for payment.

(3) Use a contract issued by the MEPS' procurement office. This requires a lead time of 30-45 days. The contract should be written to allow for reduction in the number of staff used, as circumstances of the test session warrant.

c. Annotate USMEPCOM Form 601-4-3-R-E, the "Remarks" section, when a contract is made with a school for a proctor(s) and/or TA(s). State the number of contracted proctors and the number of contracted TAs used.

2-10. Proctor role

The role of the proctor is particularly important in the STP. The proctor will arrive 30-45 minutes before the test session to be briefed on duties and responsibilities while proctoring the test. The proctor is required to read and certify USMEPCOM Form 601-4-3-R-E (app. E) which states the duties and responsibil-

ities. Effective proctor support will reduce any inclination to cheat and the possibility for test loss/compromise.

2-11. Proctor "no-shows"

A proctor "no-show" is charged when less than the prescribed number of military proctors are on hand for a test session. Document "no-shows" on USMEPCOM Form 601-4-3-R-E. When the number of proctors on hand does not meet the minimum 1:40 proctor to student ratio, the TA will use one of the following three options (considered in the order stated):

a. Determine whether or not the test can be administered without unreasonably jeopardizing test security. If the test can be administered without unreasonably jeopardizing test security, recommend to the MEPS commander or designated representative that the test be administered. At the discretion of the MEPS commander or designated representative, and with the concurrence of the TA, the TA may administer the test. **The test must be coded option 7.**

b. Reduce the number of students in the session to meet the minimum 1:40 proctor to student ratio.

c. Cancel the test, after notifying the MEPS commander or designated representative and receiving approval.

2-12. Cancellation of a student test session for discipline problems

a. **MEPS TA.** Except for on-site discipline problems, the MEPS commander/designated representative is the only one authorized to cancel a student test session conducted by a MEPS TA. Accordingly, any TA faced with unacceptable or questionable arrangements at a student test session will call the MEPS commander for instructions. If a session is canceled, the TA should attempt to reschedule the test session immediately.

b. **OPM TA.** If the test session is conducted by an OPM TA, and the circumstances are as stated above, the OPM TA has the authority to cancel the test session IAW OPM Career Entry (CE) 611-1 (Office of Personnel Management (OPM) Handbook for Administering the ASVAB). If the OPM TA cancels a test session, the TA will call the OPM supervisor immediately and explain the situation. The OPM supervisor will ensure the MEPS is notified quickly to allow the opportunity to negotiate with the school to reschedule. The OPM TA will follow up the telephone call with a written explanation to the OPM supervisor of the circumstances.

c. Justification for cancellation. While the authority to cancel a student test session should not be taken lightly, such a decision is appropriate in cases where the integrity of the test is in question or may be compromised. Integrity in this instance refers to any situation that could lead to test scores which do not truly represent the students' abilities or could compromise test security.

2-13. ASVAB administration time

Small student ASVAB test sessions (50 students or less) require approximately 3 hours to complete. Larger test sessions (51 or more students) may require up to 3 hours and 15 minutes. ASVAB testing time is 2 hours and 24 minutes, plus approximately 36 minutes administrative time. Suggestions for minimizing administrative time are as follows:

a. Carefully coordinate with school officials confirming that all scheduling information is correct and all special conditions have been arranged.

b. Pass out pencils and lapboards (if used) as students enter the test room, or position lapboards at each seat. Require students to be seated as soon as they enter the test room.

c. Have students fill in items 1 through 7 on page 1 of the answer sheet, without darkening the circles underneath. Have a proctor blacken circles during test time. The TA will ensure that circles are blackened before submitting session package to MEPS.

d. Have students place their pencils down on the desks and close their test booklets when they have completed a subtest. When all pencils are down and test booklets are closed before the time limit has expired, ask if anyone still needs time. If no one needs more time, go on to the next subtest.

e. When collecting materials, collect the test booklets first. Test booklet inventory can begin while the other materials are being collected.

2-14. Distractions

Distractions such as fire drills, lunch periods, bus schedules, special public address announcements, traffic through the testing space, and exterior noise during the test session should be eliminated as much as possible by prior planning. However, if a fire drill or similar incident occurs during the test session, the session will be invalid for enlistment purposes (coded

"option 7") if it occurs before the completion of subtest 5. If the incident occurs after the completion of any subtest after subtest 5, but prior to the start of the next subtest, the session will be treated as a "split session" and finished accordingly.

2-15. Split sessions

The ASVAB should be administered in its entirety at one session. However, the MEPS commander or designated representative may authorize split session testing on a case-by-case basis. If the session is split, at a minimum, **subtests 1 through 5 will be given in one session.**

a. The split session will be fully documented on USMEPCOM Form 601-4-3-R-E, part A, "Remarks" section.

b. Lapse of time greater than 7 calendar days will deem the test invalid for enlistment purposes (option 7). Establish the date, time, and place for the second session. At the beginning of the first session, dismiss any student that states that he or she is unable to attend the second session. Tests of students who do not return for the second session will be invalidated.

c. Upon completion of subtest 5 or beyond, the TA will instruct the students to fold their scratch paper in half. The students will place the scratch paper and the answer sheet, with the student's name showing, in the test booklet at the title page of the next subtest.

d. The TA will establish an efficient method of collecting and redistributing booklets to ensure the booklets are returned to the right students in an orderly fashion.

e. A summary of TA duties follows in table 3-1.

2-16. Session breaks

A pause in test administration (for nutrition breaks, water breaks, restroom breaks, stretching) may be authorized between any two subtests following the completion of subtest 5. The time limit for a "session break" can be coordinated with the TC at the time of test scheduling or between the TA and school officials during the test session. A session break depends heavily on how well the session is progressing and the behavior of the students. Tests of individual students who do not return after the break will be invalidated. School administrators should be informed that session breaks increase the length of the test session.

2-17. Nonschool hours and facilities

Testing during nonschool hours should be avoided to preclude any misunderstanding by the civilian community as to the intent or legitimacy of the STP. Additionally, student testing will not be conducted in noneducational facilities without prior approval by the MEPS commander. Approval must be documented on USMEPCOM Form 601-4-3-R-E. Student testing will not be allowed in a MEPS facility.

2-18. Voluntary aspect of the student ASVAB

a. The STP is voluntary and DOD personnel are prohibited from suggesting to school officials that the test be made mandatory. However, schools have the option to make the ASVAB mandatory for their students, subject to resource limitations determined by the MEPS commander.

b. If the school has mandatory testing, the ESS or TC will initiate action to request a school official be present at the test session to explain the school's local policy on mandatory testing. This explanation should not be given by the TA.

3-1. The test administrator (TA)

a. The MEPS commander, IAW USMEPCOM Reg 611-1 (Enlistment Qualification Tests), will appoint the MEPS TA in writing.

b. The OPM TA will be hired IAW OPM hiring policies, and properly trained per OPM CE 611-1, paragraph 1-6b.

c. The MEPS is authorized to utilize and pay for school educational staff to act as assistant TAs when three or more rooms are required. The MEPS will provide a TA for each of the first two rooms (one MEPS and one OPM TA or both MEPS TAs), before contracting with the school for TAs needed beyond two. See paragraph 2-9 for contracting and payment instructions.

d. The test control officer (TCO)/assistant test control officer (ATCO) will thoroughly train MEPS TAs.

e. The MEPS TA functions under the supervision of the TCO. TA duties will include assembly of test session materials, supervision of proctors, proper test administration procedures, and proper test security and control IAW chapter 4 of this regulation. A checklist for conducting an ASVAB test session is in appendix G.

f. The MEPS military TAs will wear the appropriate military uniform when administering the ASVAB test. Civilian clothing can be worn if previously authorized by the MEPS commander (in coordination with the IRC). Some schools will not allow personnel in military uniform at the school. Battle dress uniforms, utility uniforms, or utility uniform combinations are not authorized for TAs or proctors.

3-2. Instructions for administering the ASVAB

The duties of OPM TAs and MEPS TAs differ slightly. Instructions for OPM TAs are provided in OPM CE 611-1. The instructions for MEPS TAs are provided in this regulation.

a. Before a scheduled student test session, the TA will:

(1) Contact the school POC 2 to 3 work days in advance to confirm the date, time, location, number of students, and any special needs or problems; and to request directions to the site if needed.

(2) Coordinate with the TC to verify that they notify the responsible recruiter/Service that proctors must arrive 30-45 minutes before the scheduled test time.

(3) Review procedures for securing test materials (see chap. 4 of this regulation).

(4) Be thoroughly familiar with and follow directives/publications that govern test administration procedures. Use the Manual for Administration, ASVAB 18/19, Armed Services Vocational Aptitude Battery to conduct the test. Review the manual prior to the test session. **Read the manual verbatim.** Refer to the ESS, prior to the test date, any request by the school for variation in administration procedure.

(5) Have names and telephone numbers (office and home) of the commander, TCO, ESS, and TC.

(6) Ensure USMEPCOM Form 601-4-3-R-E, parts A and B, have been properly completed.

(7) Ensure sufficient materials, to include test booklets, student answer forms, number 2 (medium) pencils, scratch paper are available.

b. At the test site, the TA will:

(1) Check the test site to ensure it provides an adequate testing environment.

(2) Obtain an accurate count of students in the test session.

(3) Ensure adherence to 40:1 student/proctor ratio. Refer to paragraph 2-8 of this regulation for further guidance.

(4) Ensure all available proctors are thoroughly briefed on their duties and responsibilities during the test session.

(5) Ensure all proctors have signed USMEPCOM Form 601-4-3-R-E acknowledging proctor responsibilities.

(6) Ensure all unused test booklets are secured in the locked containers before beginning the test session.

c. During the actual testing session, the TA will:

(1) Follow school regulations and restrictions that do not conflict with USMEPCOM policy. As a representative of the United States Armed Forces, the TA must always be courteous and professional.

(2) Remain in the testing area when students are present; ensure recruiters never relieve or replace a TA or an assistant TA, nor be left alone in the room with unsecured test materials.

(3) Be alert for students who appear to be genuinely distressed, ill, nervous, or fatigued. If such a student is observed, coordinate with the school official, and excuse the student from the test session. When excusing a student, collect all required testing material, including scratch paper, before the student leaves the room. Document the release on USMEPCOM Form 601-4-3-R-E, "Remarks" section, and USMEPCOM Form 601-4-R-E. The test will not be processed (Reason code 2, Required information not provided).

(4) Ensure the students are not cheating. Any use of testing aids will automatically invalidate the student's test results. Remove students caught cheating from the test session and document their names on USMEPCOM Form 601-4-R-E.

(5) Supervise and control the students during the test session.

(6) Collect and inventory test materials, including scratch paper, of any student who leaves the room before the end of a subtest. To ensure the student does not return to work on the previous part of the test, the TA will circle the item number of the last question answered on the answer sheet with a red felt-tip pen.

(7) Ensure all required proctors remain for the entire test session. See paragraph 3-5c for details on releasing proctors. If a proctor should leave early, document it on USMEPCOM Form 601-4-3-R-E.

d. After the test session, the TA will:

(1) Instruct the students to remain quietly in their seats.

(2) Collect all test materials, including scratch paper, from the students. After all materials have been collected, the TA will inventory test booklets.

(3) Dismiss all students only after collecting and accounting for all materials.

(4) Ensure USMEPCOM Form 601-4-3-R-E, part C, is properly completed.

e. A summary of TA duties follows in table 3-1.

3-3. Test facility quality control

Coordinate with the school to ensure the site is adequate for testing and test security; that there is sufficient space, proper lighting, and comfortable temperature. The entrance to the testing area must be securable to control access. The school should furnish all test facilities with a clock that is visible to all students. If using the public address system to conduct the test, a prior check should be done. If not using the public address system for the test, check to see if it can be shut off in the testing room. In addition, check to see if they can disable the school bells in the testing room.

3-4. Use of test booklets

a. All student ASVAB test versions will be used at each test session as the number of students allow. The TA will track version usage at each session to ensure an equal usage of all versions for all accumulated test sessions. To ensure equal usage of test books, HQ USMEPCOM, sectors, and the MEPS TCs will monitor this program. Test versions used will be recorded on USMEPCOM Form 601-4-3-R-E. Additionally, OPM Form 697-A (Record Sheet for Armed Forces Applicant Examination) will be used by OPM to record information concerning test sessions. (Refer to USMEPCOM Reg 611-1, fig. 3-2, for an example.) They will review both forms to ensure no unusual test version patterns develop.

Table 3-1
Test administration

Before Test	On Site	After Test
Contact school POC	Check the test site for adequate testing environment	Instruct students to remain quietly in their seats
Verify proctors	Accurate count of students	Collect all test materials
Secure test materials	Maintain 40:1 ratio	Dismiss students
Review test administration	Brief proctors on duties	Ensure USMEPCOM Form 601-4-3-R-E is

procedures		properly completed
Keep MEPS personnel telephone numbers	Instill a positive testing environment	
Ensure USMEPCOM Form 601-4-3-R-E is completed	Ensure proctors sign USMEPCOM Form 601-4-3-R-E	
Ensure all sufficient test materials are available	Secure all unused test booklets	

b. The TA and proctors should distribute test versions so that students sitting next to or across from each other get alternate test versions. Ensure each student receives an answer sheet that is not ripped or mutilated.

c. Procedures for test booklet control at large student test sessions are as follows:

(1) During large student ASVAB test sessions (sessions with 200 or more students), the TA will retain full responsibility for the test booklets. Large sessions may require additional TAs and/or proctors. If extra TAs are used, they will sign for the test booklets that they distribute and collect. Recruiter proctors will not sign for test booklets, but may handle and distribute test material if needed on a case-by-case basis. The recruiter proctors only assist.

(2) Before a multiroom test session, the responsible TA will show on USMEPCOM Form 601-4-4-R-E the number and serial numbers of the test booklets that each additional TA will handle. One form will be completed by each additional TA. The additional TA will inventory the test booklets by serial number, then sign the form on the line provided.

(3) Once the multiroom test session has begun, the additional TA will distribute test booklets to the students when directed by the TA. The additional TA is responsible for monitoring only those students to whom he or she issued books. The recruiter proctor will help the additional TA wherever possible.

(4) After the test session, the TA will direct the additional TA and proctor to collect the test booklets and other associated test materials, and inventory them by total count. The TA will release the students when the additional TA/proctor informs him or her that all test material is present.

(5) The TA will inventory the test booklets by serial number and sign the bottom of the USMEPCOM Form 601-4-4-R-E, signifying that all test booklets have been returned or otherwise, as appropriate. The bottom of the form will be detached and given to the appropriate additional TA. The additional TA/proctor may then be released, if the TA needs no further assistance.

(6) The TA will accomplish a page check of each test booklet before the next use, or before returning the booklets to storage, whichever occurs first.

(7) If a test loss/compromise occurs during the test session, an investigation will be conducted IAW USMEPCOM Reg 611-1, paragraph 2-11. If the action of a TA, additional TA, or proctor has contributed to the test loss/compromise, a copy of the results of the investigation will be forwarded by the MEPS to the appropriate Service or agency, for action as necessary.

3-5. Influential test factors

Several factors influence the effectiveness of a test session. To ensure test score reliability, TAs must follow standard procedures. The Manual for Administration, ASVAB 18/19, Armed Services Vocational Aptitude Battery contains specific instructions for administering the student ASVAB. The TA will read these instructions verbatim to the students. Other factors include materials, workspace, proctors, discipline, and inventory. (See table 3-2.)

a. Materials. Instructions for administration require that materials be handed out in a standard manner, and that participants be provided pencils and scratch paper. (No Service advertising will appear on any material handed to students by the TA or proctor.)

b. Workspace. The school must provide adequate workspace and separation for each student. The ideal situation is a chair and desk or desk/chair combination for each student. If these combinations are not available, a chair at a common table is acceptable if sufficient space is available for each student, and test booklet versions are alternately distributed. If desks are not available, lapboards may be used.

Table 3-2
Test Factors

--	--

Materials	Follow the instructions for administration.
Workspace	School must provide adequate workspace and separation for each student.
Proctors	Proctors must arrive 30-45 minutes before the test session.
Discipline	Maintain a quiet working atmosphere.
Inventory	Inventory all test materials (number of answer sheets = number of test booklets).

c. Proctors. Proctors must arrive 30-45 minutes before the test session. This allows the TA ample time to thoroughly brief the proctors of their duties and responsibilities. If a TA releases a proctor (i.e., more proctors than needed or session count is 25 students or less), obtain their signatures before releasing them. Proctor no-show reports are based on the number of signatures on USMEPCOM Form 601-4-3-R-E. Proctors will remain for the entire test session. Upon completion of the test session, each proctor will attest to the understanding of these instructions by signing his or her name on USMEPCOM Form 601-4-3-R-E.

d. Discipline. The TA should attempt to maintain a quiet working atmosphere during the test. If possible, a school official should be present to help since student discipline is primarily a school responsibility. The TA will treat each student with respect. No smoking, drinking, or "horseplaying" is allowed. The TA must maintain full control until answer forms, test booklets, and other test materials are collected and students are dismissed.

e. Inventory. At the completion of the test session all test materials, including all scratch paper and all three pages of each answer form, will be collected and inventoried by physical count as quickly as possible. Ensure the number of answer forms equals the number of test booklets used. The TA will not release the students from the test room until all test materials are accounted for. They need not count individual pages at the test site, but they must accomplish a page check of all booklets before their next use or before returning them to permanent storage containers (whichever occurs first). The responsible TA will show the total number of test booklets used during the test session on the USMEPCOM Form 601-4-3-R-E.

3-6. Individual student breaks

The TA will follow these guidelines when granting a student an individual break during the test session:

a. Collect and inventory all test materials, including scratch paper, of the student who leaves the testing room. To ensure the student does not return to work on the previous part of the test, circle the last question answered on the answer sheet with a red felt-tip pen.

b. Allow no student more than two breaks during a session.

c. Allow no more than two students, one male and one female, to take a break at the same time.

d. Do not delay subtest start time for the benefit of an individual student who leaves the room for a break. The returning student will continue with the current subtest being administered.

3-7. Page 1 - quality control

After students have completed page 1 of the answer sheet, the TA and/or proctor will collect it (ensuring the answer sheet spine remains attached to pages 2 and 3) and do the following quality assurance checks:

a. Screen the signature block on the reverse side of page 1 to ensure the student has signed the answer form. If the student has failed to sign the answer form, the TA or proctor will attempt to obtain the required signature before dismissing the student. If the student refuses to sign the answer form, his or her test materials will be collected immediately and the student will be dismissed from the testing room. The test form of the unsigned answer sheet will not be processed. Document the dismissal on USMEPCOM Form 601-4-R-E.

b. Screen block 1 (STUDENT NAME), to ensure the student has correctly coded his or her name. If the student's name has not been coded in the circles, the TA or proctor will blacken the circles to correspond to the name that appears in the top portion of block 1 or to agree with the signature block on the reverse of page 1. If the student's name cannot be determined from either block 1 or the signature block because it is blank or illegible, the test answer form will not be processed. In addition, screen block 1 for fictitious names (i.e., Mickey Mouse, Superman, Colonel Klink, etc.). If possible, determine the student's correct name and have the student write and code it in the blocks. If the correct name cannot be determined or obtained,

the answer sheet will not be processed. Document on USMEPCOM Form 601-4-R-E why the answer sheet is not be processed.

c. Screen block 7 (SCHOOL CODE) to ensure the student has entered and coded the school code, except where local MEPS policy is not to require the students to complete the school code. If this block has been left blank, the TA or proctor will enter the applicable school code.

d. Screen block 9 (EDUCATION LEVEL) to ensure the student has shown his or her current grade (education level). If this block is left blank, or the student has coded in the 9th grade, the student's test cannot be processed. (Verify that the student has coded correctly and is indeed a 9th grader). Document the discrepancy on USMEPCOM Form 601-4-R-E. This information should be obtained from the student or school, if possible, and entered on the answer form prior to returning the test session package to the MEPS.

e. Screen block 11 (SEX) to ensure the student has shown his or her gender. If this block is left blank, the student's test cannot be processed. Document this discrepancy on USMEPCOM Form 601-4-R-E. The TA or proctor should obtain this information from the student or school, if possible, and enter on the answer form before returning the test session package to the MEPS.

f. Screen block 13 (TEST VERSION) to ensure the student has made a correct entry in the test version area, and has correctly coded the numbers written in the test version block below the circles. The correct test version is required for proper scoring of the test. If the TEST VERSION block is left blank, the answer sheets will not be processed. Therefore, the TA or proctor should be sure to check this item before dismissing students. Document the dismissal on USMEPCOM Form 601-4-R-E.

3-8. Cheating

Students will have on their desk only those materials provided by the TA when taking the test. Use of additional materials or going forward or backward to other subtests is considered cheating. The TA will dismiss students caught cheating and invalidate their test scores (processed with special instruction option 7). The TA will report the incident on USMEPCOM Form 601-4-R-E. Under the microfiche listing of AFQT (Armed Forces Qualification Test), an option 7 will be coded as "NV." That student's test score cannot be used for accession purposes.

3-9. Special processing conditions

a. A student test session will be assigned and processed with special instruction option 7 (invalid for enlistment purposes) by the MEPS for the reasons indicated in table 3-3.

Table 3-3

Reasons to invalidate (i.e., option 7) a session

1.	Fire drill during a subtest.
2.	Early termination of the test session for any reason and cannot be completed at another time.
3.	Instructions were not read "verbatim" by the TA.
4.	Incorrect timing of a subtest.
5.	Active recruiting occurred by a proctor.
6.	A break is given prior to subtest 5.
7.	The TA used enlistment answer forms instead of student answer forms to conduct the test.
8.	Test security was jeopardized (for any reason).
9.	All test versions were not equally utilized as the number of students allow.
10.	Testing was conducted under inadequate conditions.
11.	Once the test has started, school officials, proctors, and/or students were not willing to cooperate with the TA.
12.	Inadequate proctor support.
13.	Any other conditions, determined by the MEPS commander, that would hinder the integrity of the ASVAB test.

b. Individual student sequence numbers will be assigned and processed with special instruction option 7 (invalid for enlistment purposes) by the MEPS for the reasons listed in table 3-4.

c. Answer sheets will not be processed for the reasons indicated in table 3-5.

d. The TA will explain the reason for special instruction option 7 on USMEPCOM Form 601-4-3-R-E, "REMARKS" block.

Table 3-4

Reasons to invalidate (i.e., option 7) an individual test

1.	The student was caught cheating.
2.	The TA has sufficient reason to believe the student cheated.
3.	The student was dismissed.
4.	The student abandoned the test.
5.	The student used a fictitious name and signature.
6.	A test/loss compromise has occurred.

3-10. Test verification procedures

The TA will verify the accuracy of the following test session information contained on the USMEPCOM Form 601-4-3-R-E, part C.

a. Date tested. This date should be the date on which the ASVAB was completed.

b. Number of test booklets used. This number should be equal to the total number of answer forms returned to the MEPS.

c. Proctor information. The USMEPCOM Form 601-4-3-R-E will contain the signatures of all proctors who were present during the test session. The TA will address information concerning late arrivals, military proctor no-shows, and any other specific comments in the "Remarks" portion of this form. The TA will document proctor no-shows as stated in paragraph 2-11.

Table 3-5

Reasons not to process an answer sheet

--	--

1.	No signature on the back of page one.
2.	The student is a "confirmed" ninth grader.
3.	Block 9, Education Level, is left blank and cannot be determined by the MEPS.
4.	Block 11, Sex, is left blank and cannot be determined by MEPS.
5.	Block 13, Test Version, is left blank and cannot be determined by the MEPS.
6.	The OMR has mutilated the answer form, and it cannot be hand scored.
7.	The student used a "pen" to code the blocks instead of a "number 2 pencil."
8.	A page is missing from the answer form. (Test/loss compromise.)
9.	The MEPS identifies the student as a "ringer." See USMEPCOM Reg 611-1 for additional procedures.

d. ESS quality control check. The ESS will do a monthly quality control check of at least five per cent of USMEPCOM Forms 601-4-3-R-E. One purpose of the quality control check is to ensure proper annotation of proctor support and the assignment of option 7 when the test is administered with fewer proctors on hand than prescribed. See paragraphs 2-8 and 2-11a. The ESS will annotate in the "Remarks" portion any discrepancies and the corrective action taken. Initial and date all forms checked.

3-11. Mailing procedures

The following guidance is provided to TAs for forwarding student test session materials to the MEPS. Packages will be addressed to the MEPS that has responsibility for processing the school's ASVAB results. The MEPS may provide address stamps to their supporting area OPM offices to simplify mailing procedures. Additional test product mailing/shipping procedures are found in CE 611-1 and USMEPCOM Reg 611-1, paragraph 2-7.

a. Time limit. The TA must mail, or hand carry, all test session materials to the MEPS within 48 hours after the test session.

6 October 1997

USMEPCOM Reg 601-4

b. Methods of delivery. Federal Express (FedEx) or United Parcel Service (UPS) is the established method to mail all ASVAB material. If neither of these vendors is available, use the least expensive means that meets the security requirements of USMEPCOM Reg 611-1, paragraph 2-7.

Chapter 4

Test Control

4-1. Controlled and accountable items

This chapter defines control and security procedures for the student ASVAB. Test booklets, scoring keys, partially and fully completed answer sheets, used scratch paper, and answer sheet spines are designated as CONTROLLED ITEMS (test material) and must be safeguarded. Test booklets and scoring keys are additionally designated as ACCOUNTABLE. All testing section personnel will strictly follow USMEPCOM Reg 611-1, chapter 2, which addresses security and control for ASVAB test booklets and all related test materials. Controlled test materials maintained by OPM personnel will be secured IAW OPM security procedures (see OPM CE 611-1). This chapter clarifies and outlines control procedures besides that specified in USMEPCOM Reg 611-1.

4-2. Scheduling test sessions with special arrangements

Large student test sessions (161 students or more), multiroom testing and waiver of proctor requirements in classrooms must be coordinated and confirmed in advance of the actual test date. MEPS will coordinate all special arrangements and additional security procedures with school officials when scheduling the test session. The TC will document all special arrangements on USMEPCOM Form 601-4-3-R-E.

4-3. Multiroom testing

A multiroom testing condition occurs when the TA conducts the test session to students in more than one room simultaneously. Testing may be going on at the same time in the cafeteria, the library, and multiple classrooms. Schools may use a public address system or a closed circuit TV system to conduct the test.

In all cases there must be a TA in each test room and the student/proctor ratio of 40:1 will apply. At no time will a proctor act as a TA or be left alone in a test room.

4-4. Appointment of a MEPS test monitor

Under multiroom conditions defined in paragraph 4-3, a MEPS representative will be appointed as a "test monitor." The test monitor will be documented on USMEPCOM Form 601-4-3-R-E in the "Remarks" section. The test monitor most appropriately will be the TCO or ATCO of the responsible MEPS, but can be any other qualified MEPS personnel. The test monitor will:

- a. Help the TA in maintaining the proper test atmosphere when testing under special arrangements, ensuring compliance with test instructions.

- b. Observe each classroom for disciplinary problems, disrupt-

tions, and cheating.

c. Ensure the effectiveness of test proctors, safeguard the ASVAB test booklets from loss or compromise, and maintain test booklet accountability.

d. Coordinate the correct handling of all incident details with school officials if a student is dismissed from a test session.

e. Act as the liaison with school officials and properly report any test loss/compromise of test materials.

4-5. Cheating and test control

a. Before test administration, the MEPS will discuss ASVAB test security requirements with the school POC and establish the actions to be taken if a student is observed cheating. Secure agreement with the school officials on the actions as outlined in c below, and on any other actions that may be necessary.

b. The TA and proctor must prevent cheating during the test session. In the effort to do so the TA and proctor will:

- (1) Always display professional bearing and attitude.
- (2) Ensure an unhindered view of all students.
- (3) Minimize distractions and interruptions.
- (4) Where possible, seat the students in every other seat or every other row.
- (5) Distribute alternate test versions to students.

Table 4-1
Actions for TAs/proctors to deter cheating

1.	Display professional bearing and attitude.
2.	Ensure testing rooms provide unhindered observation of all students.
3.	Minimize distractions and interruptions.

4.	Encourage maximum involvement of school officials.
5.	Use proper seating arrangements and alternate versions of the test.

c. When a student is observed cheating the TA or proctor will:

(1) Without disturbing other students, pick up the student's test booklet, answer form, and scratch paper.

(2) Dismiss the student.

(3) Secure agreement with the school as to the disposition of the student. The TA will never leave the room during the test session.

(4) Be sure the student understands the reason for the dismissal. If possible, a proctor will be present in any discussion of this situation with the student and/or school official(s).

(5) Record the appropriate information on the USMEPCOM Form 601-4-R-E (see app. E). MEPS will invalidate the student's test IAW paragraph 3-9 of this regulation.

(6) After the test session, forward the student's answer sheets and used scratch paper to the MEPS TC for appropriate disposition.

4-6. Test loss/compromise

The MEPS will handle all test loss/compromise cases as outlined in USMEPCOM Reg 611-1, chapter 2.

Chapter 5

Test Scoring, Products, and Distribution

5-1. Session material processing

The TC must ensure test session materials for automated scoring are recorded, prepared, and printed out. The TC must ensure the proper control and distribution of ASVAB products such as the results packages for schools and recruiter service printouts. USMEPCOM Form 601-4-2-R-E must be maintained (under FN 601a) to monitor the progression of session processing from receipt to issuance of results packages and recruiter printouts.

5-2. Preparation of test session materials for scoring

a. Assign a unique session identification number from USMEPCOM Form 601-4-2-R-E and enter it on USMEPCOM Form 601-4-3-R-E. See appendix H for instructions on assigning session numbers.

b. Inventory the test session package to verify that all required materials have been forwarded. Record any discrepancies in the REMARKS block of USMEPCOM Form 601-4-2-R-E. Initiate test loss/compromise procedures, if appropriate, IAW USMEPCOM Reg 611-1, chapter 2.

c. Count the total number of answer sheets received and enter this number in the appropriate block of USMEPCOM Form 601-4-2-R-E.

d. Screen only page 1 of each answer sheet for the required student signature and other required data per paragraph 3-7.

e. If any answer sheets will not be processed, record this number in the appropriate block of USMEPCOM Form 601-4-2-R-E.

5-3. Scoring of answer sheets

The MEPS will store any completed or partially completed answer sheets waiting to be scored under double lock.

5-4. STS scoring and processing reports

Some reports will be generated at the MEPS because of scoring and processing procedures below:

a. Raw score roster. The raw score roster is an alphabetical list of students with raw score data. The MEPS computer system produces this after all the answer sheets are processed through the scoring process. The purpose of this list is as follows:

(1) **Scoring analysis** gives each MEPS a mechanism for checking the accuracy of the optical mark reader (OMR) during the scoring analysis.

(2) **Files check** is done for applicants processing at the MEPS who claim they have taken an ASVAB at a school, but whose record is not yet on the microfiche.

(3) **Source for data entry** is used manually to enter data into the MEPS computer system if the answer sheets have been destroyed. These scores are good for 2 years from the date of the test, and the raw score roster is maintained in the school file for the same period.

b. STS error listing. The MEPS computer system can print this listing during the scoring process. If any session has errors, the MEPCOM Integrated Resource System (MIRS) will automatically go to "ERROR SCREEN." The MEPS person responsible for data entry will correct all errors on the screen if possible. It lists reasons why a particular student's answer sheet was not successfully processed through the OMR. To score the answer sheet, the TA's must correct all errors.

c. STS prefeedback statistical report. After scoring a high school session, the MEPS computer system automatically generates this report. It documents that the MEPS computer system has successfully scored and processed the test session. It communicates the test session statistics contained in this report to the host computer at HQ USMEPCOM for that specific session. Compare this report with the STS feedback report to ensure all data has been transmitted to the host computer. **NOTE:** This document can also be used as a source for developing summary gender based testing statistics.

5-5. ASVAB student results sheet

The MEPS will return this sheet to the school. It is an individual statistical report of the student's scores. The student results sheet is divided into two sections: the student results and the counselor summary.

5-6. ASVAB test score results roster

This is an alphabetical roster containing detailed test score information for each student. It is returned to the school for use by the school counselor. It provides a statistical summary of information broken down by grade.

5-7. Recruiter Service copy

The MEPS computer system generates this printout for the recruiting Services and provides enlistment qualification scores for the 11th, 12th, and post-secondary students. The MEPS computer system will give the operator the option to print the ASVAB test score results roster recruiter Service copy on 14 by 11-inch computer paper using the line printer, or on 8 ½ by 14-inch legal size paper using the laser printer.

a. The MEPS will coordinate with the IRC to establish the delivery method within its boundaries. The method established must ensure that it is available to all Services at the same time. Each Service representative will enter his or her initials in the appropriate space of the USMEPCOM Form 601-4-2-R-E when the Service copy is picked up from the testing section. If the MEPS mail the printouts, no receipt initials are required. In

all instances, the person responsible for mailing or releasing these printouts will initial the form.

b. When using the line printer for release options 1 through 6, the MEPS will automatically generate 15 copies of the print-out. When using the laser printer to generate the listing, for release options 1 through 6, the operator can enter the number of copies to print. Either way, the MEPS TCO will retain one copy as a backup for the microfiche, to be used for score verifications. MEPS will retain one copy of ASVAB test score results roster under FN 601 for 2 years.

c. The MEPS will distribute the remainder of the recruiter Service copies as follows:

(1) Two copies each to the Army recruiting battalion or recruiting station, Navy recruiting district or class A station, Air Force recruiting squadron, and Marine Corps recruiting station; and one copy to the Coast Guard recruiting office.

(2) One copy each to the area Army Reserve, Army National Guard, Navy Reserve, Air Force Reserve, and Air Force National Guard. Method of delivery will be determined within each IRC.

d. For options 7 and 8, the MEPS testing section will print and retain only one copy.

5-8. Gummed labels

Gummed labels are an optional print product. The MEPS may send these labels to the school counselor as an organizational aid. They contain the same information as the counselor section of the ASVAB student results sheet. When a school requests gummed labels, the TC must indicate it on USMEPCOM Form 601-4-3-R-E, in the "REMARKS" section. If using the Student Testing Software Program to generate USMEPCOM Form 601-4-3-R-E, the TC will automatically print the school's preference for gummed labels on the form.

5-9. STS file reports

The following reports should be used as aids to monitor receipt of STS sessions, and could suggest areas of potential concern. All reports must be done manually. They are as follows:

a. STS feedback statistical report. The TC will manually print STS feedback report daily. This report verifies that the session statistical information processed at the MEPS (listed on the prefeedback report) is the same information received and processed at the host computer located at HQ USMEPCOM. The statistics reflected on both the prefeedback and feedback report

should match. The STS feedback report can be printed anytime if the entire session was processed through MIRS.

b. STS incomplete status report. This listing provides a detailed status of the actions required for each test session, concerning the transmitting or printing of high school products.

c. STS unconfirmed status list. This listing provides a detailed status of sessions processed but not communicated to the host computer at HQ USMEPCOM.

d. STS cumulative count. This report provides information, on a daily basis, of the cumulative number of juniors and seniors tested, and totals of all students tested to the current date.

5-10. STS operator generated reports

The operator at the MEPS has the capability, anytime, to generate reports reflecting student testing statistics. They are as follows:

a. MEPS master school file listing. Printed on 8 ½ by 11-inch paper, this listing provides one page of statistics for each school in the MEPS database.

b. MEPS school report. Printed on 8 ½ by 14-inch (legal size) paper, this consecutive report provides one line of statistics for each school in the MEPS database.

c. Student testing report. This two-part report is a summary of each MEPS student testing statistics. The MEPS generates this report through the MEPS computer system, to reflect current totals. HQ USMEPCOM will send the hard copy report to each recruiting Service headquarters once a month, and communicate twice a month to each MEPS to update student testing statistics.

d. School address labels. The MEPS operator can print each school name and address contained in the MEPS database, through the MEPS computer system, on adhesive mailing labels. The system also prints a blank "ATTN:" line so that the MEPS operator can write in the name of the school POC.

5-11. Microfiche

HQ USMEPCOM, MOP-TD, will furnish microfiche listings to the MEPS for use in score verifications, confirming place and date tested, and determining retest eligibility requirements. When the microfiche shows "NV" under the AFQT category, these scores will not be used for enlistment. The microfiche is produced in the HQ USMEPCOM Joint Computer Center and distributed to the MEPS at least once a month. The MEPS will maintain the 30 June (end of

the school year (SY)) microfiche for 2 years under FN 601. The microfiche is cumulative from the beginning of the SY, so only the most current copy needs to be kept on file.

5-12. Control and distribution of student ASVAB products

a. The MEPS testing section is responsible for producing the ASVAB high school products provided to the schools and the Services. To ensure all student answer sheets returned to the MEPS are processed or appropriately destroyed, the MEPS must maintain strict accountability of each answer sheet during the test scoring process.

b. To provide accountability of all student answer sheets and prevent release of student scores for those students who did not sign the back of page 1 of the answer sheet, the MEPS TC must count and edit all answer sheets before scoring them. The TC will use USMEPCOM Form 601-4-2-R-E to account for all student answer sheets processed. This form is also used to monitor the printing and distribution of the high school products.

c. The testing section will maintain this record as a log book for assigning sequential session identification numbers. It will serve as a suspense log for manual release of Service copies after the school products are mailed.

d. The student ASVAB test results are private records and will be handled IAW the provisions of the Privacy Act. Except where circumstances require the assignment of option 7, the responsible school official will determine the release option. It is vital that the option chosen by the school official be honored. Ways of ensuring this include, but are not limited to, the school official providing the MEPS a list of students whose scores are to be released under each specified option, and the school official directing students whose scores are not to be released to sit in a designated area of the testing room. Neither USMEPCOM nor OPM will take any action that gives the impression students, parents, recruiters, or USMEPCOM has decided the specific release options.

e. The MEPS has a maximum of 14 calendar days after the test date to process and forward the student results to the school. The MEPS will annotate the date the school products were mailed in the appropriate area on USMEPCOM Form 601-4-2-R-E. The MEPS will send packages by express mail or UPS, or by other equally secure, cost effective, and traceable modes.

f. Based upon the school's choice of release option, the

entries listed in table 5-1 are printed on each page of the ASVAB Test Score Results Roster sent to the school, and the recruiting Service copy printout used by the Services.

g. Counselors need time to distribute and interpret test results with the students before military recruiters contact them. The testing section can manually distribute the recruiter Service hardcopy printouts to the recruiting Services according to table 5-1.

h. HQ USMEPCOM, MOP-TD, also electronically transmits recruiter Service results, depending upon the release option selected, from the host computer to a computer system at each Service headquarters. Each Service headquarters will download the student results to the specific Service liaison at each MEPS, or to the Service recruiter in the field (e.g., the Army liaisons would receive student results through the Army Reporting and Accessing Data System (ARADS)). The results are transmitted as follows in table 5-2.

i. It is important for MEPS to receive answer sheets, score the sheets, and mail school results within 14 days after the test date. This will ensure that electronic transmission of recruiting scores occurs 7 days after school results are mailed. **Note:** **The date of electronic transmission is calculated from the test date, not from the date the school package was mailed.** See table 5-2.

Table 5-1**Distribution of recruiter Service printout copies**

Option	MEPS Distribution of Test Results to the Recruiting Services
1	7 calendar days after the school products are mailed to the school.
2	60 calendar days after the school products are mailed to the school.
3	90 calendar days after the school products are mailed to the school.
4	120 calendar days after the school products are mailed to the school.
5	The end of the current school year for that specific school.
6	7 calendar days after the school products are mailed to the school. Telephone numbers are not printed on the listing.
7	The test results are invalid and not distributed to the Services.
8	The test results are valid and are not being distributed to the Services.

Table 5-2**Transmission of recruiting Service results**

Option	Electronic Transmission	Description
1	21 calendar days from test date	14 calendar days maximum processing time and 7 days MEPS hold.
2	74 calendar days from test date	14 calendar days maximum processing time and 60 calendar days MEPS hold.
3	104 calendar days from test date	14 calendar days maximum processing time and 90 calendar days MEPS hold.
4	134 calendar days from test date	14 calendar days maximum processing time and 120 days MEPS hold.
5	30 June of current school year	MEPS hold until the end of school year for the specific school.
6	21 calendar days from test date	14 calendar days maximum processing time and 7 days hold. No telephone numbers are transmitted.
7	21 calendar days from test date	A list of scores is transmitted for statistical purposes only. No Privacy Act information attached.
8	21 calendar days from test date	A list of scores is transmitted for statistical purposes only. No Privacy Act information attached.

Chapter 6

Managing the MEPS School Database

6-1. MEPS changes in the database

Each MEPS can change its portion of the MEPS school database via input into the MEPS computer system. Anytime throughout the SY each MEPS can insert, update, review, delete, or print school

information as necessary.

6-2. Adding a new school record

a. USMEPCOM Form 601-4-1-R-E contains the information needed to enter a school into the MEPS school database. The TC can manually fill out information on this form or generate a form through the personal computer as part of the student testing program software. Information about the student population is required by grade. (If the school is classified as "status 2," enter zeros in the population field. See table 6-1 for school status categories.)

b. The TC will obtain a new school code by telephone from MOP-TD. The TC must provide MOP-TD the following information:

- (1) The State code (first two digits of the number).
- (2) The county code (third, fourth, and fifth digits).
- (3) The MEPS identification (ID) number.

MOP-TD will supply the specific sequence number (last four digits).

c. On receipt of all required school information, MEPS will enter it into the MEPS computer system. MEPS must wait at least 24 hours for the school to be acknowledged by MOP-TD before processing answer sheets for that specific school.

6-3. Updating an existing school record

Updates will be done as necessary to keep the high school's records current. The TC will verify and update populations in the MEPS computer system when a school is scheduled for testing or after a school has tested (whichever provides more accurate data). If possible, population verification will be obtained before the beginning of the upcoming SY and updated in the system. MEPS must wait at least 24 hours for MOP-TD to acknowledge updates.

6-4. School status categories

See table 6-1 for schools categorized as eligible or ineligible for student testing.

Table 6-1

Definitions of eligible or ineligible school

--	--

Status	Definitions of eligible or ineligible school
1	Any portion of the high school population that is eligible for military enlistment.
2	Any portion of a Vo-Tech, trade school, or any other type of post-secondary school with a redundant population, whose students are eligible for military enlistment.
5	A high school whose entire population is ineligible for military enlistment for physical, mental, moral, or discriminatory reasons.
7	A Vo-Tech, trade school, or any other type of post-secondary school whose entire population is ineligible for military enlistment for physical, mental, moral, or discriminatory reasons.

6-5. Tracking an eligible nontesting school

The reasons for not testing given by eligible schools will be recorded.

a. When a school is classified as "eligible" and chooses not to test, the TC will enter the following data into the "Reason Not Tested" field of the school record. See table 6-2 for "Reasons not tested."

Table 6-2
Reasons not testing

Reason Not Tested	Reason Code
Antimilitary attitude	AA
Lack of personnel to test the school	LP
Another test, such as ACT or SAT is used	AT
There is a scheduling conflict at the school	SC
The school has not been approached this	NA

school year	
There is a problem with the length of the ASVAB test	LT
Any other reasons not covered above	OT

b. School records must be updated annually, or when changes require.

6-6. Changing the school status to ineligible

a. The IRC must substantiate requests to classify the school "ineligible." Forward the requests through the MEPS and sector to HQ USMEPCOM. Sector commanders are authorized to disapprove this type of request at sector level. A copy of the approval or disapproval letter will be maintained on file at the MEPS for 2 years under FN 601. MEPS personnel may change the status in the MEPS computer system, after receiving written approval.

b. When a school is classified "ineligible," the TC is responsible for completing the "Reason Not Eligible" field of the school record. Specific reasons for making a school ineligible are listed in table 6-3.

Table 6-3
Reasons not eligible to test

Reason Not Eligible	Reason Code
Physically disabled	PH
Mentally disabled	ME
Morally ineligible	MO
It discriminates in its admission policies for students and/or DOD and MEPS personnel based on race, color, religion, gender, or national origin.	Discriminatory DI
Any other reason inconsistent with the mission of the DOD STP (i.e., a school with a documented history of violence, such that administering a	Other

test there is truly dangerous for the TA).
--

OT

6-7. Changing the school status to eligible

Testing an ineligible school is prohibited unless specifically approved by MOP-TD. Approval will be in writing and on a case-by-case basis. A copy of the approval/disapproval letter must be maintained on file at the MEPS for the current SY. After receiving written approval, MEPS personnel may change the status in the MEPS computer system. Schools entered in the system as ineligible must be changed to eligible at least 24 hours before entering and scoring a test session. All other processing will remain the same as for any other school.

6-8. Changing the Service assignment of a school record

a. The IRC will assign each school to a particular Service. The IRC must approve changes to the Service assigned before the change can be made in the MEPS computer system. If a particular Service does not agree with the assignment, either the IRC chairperson or the MEPS commander will make the final determination. No school may be assigned to the IRC at large.

b. The MEPS may change the Service assignments without prior approval from MOP-TD anytime the change is authorized by the IRC. The MEPS must maintain in the school's file a copy of the letter (or IRC minutes) that requested the Service change. Upon IRC approval, MEPS personnel may change the Service assignment in the computer system.

6-9. Maintaining a valid school list

The purpose for maintaining a valid school list is to identify those schools that have an eligible military-age population on which recruiters can focus their marketing efforts. Such reasons as "not tested for 5 years," or "too hard to market" are not valid reasons for declaring a school ineligible or for deleting it from the database. They must be kept on the database so the visibility of their eligible populations is not lost, and to provide continued access in the event of a favorable change.

6-10. Deleting a school record

a. A school record will not be deleted from the database until 2 years after the last test is given. Deletion of a school record deletes all test scores from that school.

b. To delete a school a substantiating letter signed by the IRC chairperson must be forwarded through the MEPS and sector by

facsimile to HQ USMEPCOM, for approval. If approved, MOP-TD personnel will delete the school record from the computer. Once the record is deleted, MEPS will be notified by either facsimile or electronic mail (e-mail) that the transaction is completed. Disapproval will be forwarded through the sector back to the MEPS.

c. When a school is deleted from the database, the TC is responsible for entering the appropriate data in the "Reason Deleted" field of the school record. Specific reasons for deleting a school from the database are listed in table 6-4.

d. A school record will not be deleted from the database until 2 years after the last test. Deletion of a school record deletes all test scores from that school.

6-11. Printing school records

a. Records may be printed in **alphabetical** order by name, Service assigned, eligible or ineligible status. Records may be printed in **numerical** order by school code, or a specific State and county code.

Table 6-4
Reasons to delete a school

Reason Deleted	Reason Code	Specific Conditions
Closed	CL	
Consolidated	CO	A new school code is not necessary. The MEPS can use the existing high school code, and update the name in the MEPS computer system to its consolidated name. The remaining schools may then be deleted.
Duplicate record (same school, but two different school codes)	IS	A written request to HQ USMEPCOM, is required.

b. MEPS may print school records anytime during the school

year. After making changes in the school database, print out changes and verify they are correct.

c. When MEPS has finished testing for the current school year, a copy of the current list of high schools will be printed for files. The printed listings give the testing history of each school for the current SY, and provides such information as school population, dates tested, session number, juniors and seniors tested, and testing Service.

d. MEPS will also print a list and coordinate a review with each local recruiting Service to ensure accuracy and completeness of data for the upcoming SY. MEPS will update school names, addresses, and populations as necessary.

Chapter 7

Managing Test Session Information in the Student Database

7-1. Entering session data into the MEPS computer system

Prior to scoring, each session package is assigned a session number. Batch numbers (the third, fourth and fifth digit of session numbers) are assigned consecutively from 001 to 999, without regard for the beginning or end of the school year (e.g., if the last batch number at the end of a school year is 632, the first batch number for the new school year will be 633). This enables the computer system to retain more than one year's session data. A description of session numbers and guidelines for assigning them are at appendix H.

a. When entering session information in the MEPS computer system for a split option (e.g., option 1 and option 8) session, enter only one 5-digit session number plus an option code per session input screen (i.e., 62 001 1 and 62 001 8). All other data fields will be the same except the session number and the special instructions.

b. When entering session information into the MEPS computer system for a split session test, the date entered in the date field will be the date the test session was completed. If OPM examiners were involved over a 2-day period, the TC will adjust the TA and proctor numbers in the system accordingly.

c. When entering session information in the MEPS computer system for invalid (option 7) tests, put in only one five-digit session number plus the option code per session input screen (such as 62 001 1 and 62 001 7). All other data fields will be the same except the session number and the special instruction.

7-2. Types of test session modifications

Anytime during the SY each MEPS can request changes to test session information already entered in the database. If changes are requested to the student database, the TC is responsible for correctly filling out USMEPCOM Form 601-4-5-R-E. When the maintenance form is submitted to MOP-TD, the MEPS must wait 24 hours after confirmation from HQ MOP-TD that the change was made, to verify and/or process. These changes will be accomplished by MOP-TD as follows:

a. A school session or specific sequence number deletion. A school session may require deletion because of a coding, computer and/or administrative error. To delete, prepare and fax USMEPCOM Form 601-4-5-R-E per appendix E. When MOP-TD makes the deletion, MOP-TD will notify the MEPS telephonically to reprocess.

b. Session test-date or Service assignment modification. A session test date or Service assignment may require modification because of a coding, a computer, and/or administrative error. To modify, prepare and fax USMEPCOM Form 601-4-5-R-E per appendix E. When MOP-TD makes the modification, the MEPS will be notified telephonically. Verification of the change can be made after telephonic notification by printing an individual school listing from the school file. Ensure the correct test date or Service assignment is reflected and reprint as needed. Make pen and ink changes on the appropriate documents to include USMEPCOM Form 601-4-2-R-E.

c. Special instruction (release code) modification. The special instruction (release code) may have to be changed because of an error. To change a release code, fax a USMEPCOM Form 601-4-5-R-E. See appendix E for instructions to complete this form. When HQ USMEPCOM makes the modification, the MEPS will be notified telephonically to reprocess. Verification of the change can be made 24 hours after notification by printing an individual school listing from the school file. Ensure the listing reflects the correct special instruction for the specific session. Make pen and ink changes on the appropriate documents, including the Service copy kept on file. If the MEPS cannot use the current recruiter Service copy to make additional copies, then they may reprint.

6 October 1997

USMEPCOM Reg 601-4

Chapter 8

Centers of Influence (COI) Program

8-1. Description of COI Program

The COI Program is a method by which the ESS may market the ASVAB Career Exploration Program. At a COI event, food is provided by the MEPS in exchange for the opportunity to present the ASVAB to an assembly of persons who may influence the reception of ASVAB in secondary and post-secondary schools. When deciding to sponsor a COI event, the commander and ESS must consider the following:

a. How the event supports the objectives of the MEPS/IRC marketing plan.

b. What is the expected return on investment.

8-2. COI funding and vendor payment

a. Each year, not later than (NLT) 31 July, MOP-TD will survey the MEPS to ascertain MEPS' intentions for sponsoring COI events in the coming fiscal year. After analyzing submissions by MEPS, MOP-TD will determine the amount of funds to be set aside for COI events, and will notify each MEPS of the amount for which it is approved.

b. Before making any commitments to sponsor a COI event, MEPS must submit a completed USMEPCOM Form 601-4-6-R-E (Centers of Influence Event Fund Cite Request) to HQ USMEPCOM, ATTN: MOP-TD. Maintain a copy of the form under FN 601 for 2 years. (See app. E for instructions for completing this form.) MOP-TD will issue a fund cite within 14 days.

c. On receipt of the fund cite, contracting will be done using the International Merchant Purchase Authorization Card (IMPAC). Contact the MEPS' IMPAC cardholder for direction regarding the contracting and paying for the COI event.

8-3. Funding, cost, and attendance constraints

a. **Gratuity.** Gratuity amount will not exceed 17 percent of the basic cost of the meal.

b. **Co-sponsorship.** To reduce MEPS cost or avoid duplicate dining events for the same COIs, co-sponsorship opportunities may be considered. Co-sponsorship normally means that each participating organization will pay for an equal number of attendees. This is desirable, but it is not a HQ USMEPCOM requirement for

participation in co-sponsorship. Use of co-sponsorship should be to increase the number of guests, not to increase the quality of the event (e.g., better facility or a more lavish menu).

c. DOD personnel to civilian COI guest ratio. The maximum ratio of DOD personnel to civilian COI guests is 1:4. The number of DOD personnel initially identified to attend must be based upon a realistic projection of COI guest attendance, and reduced if warranted by the final confirmation of civilian invitee intent. All USMEPCOM and recruiting Service personnel, civilian and military, are DOD personnel.

d. Final confirmation. Contact each invitee within 3 days of the deadline for submitting the final count to the vendor. This is in order to reduce "no-shows" and to take appropriate action to adjust DOD personnel attendance.

8-4. Funding prohibitions

COI event funds will not be expended for any of the following:

- a. Any COI event without some type of ASVAB presentation during the event.
- b. Lavish or extravagant events.
- c. Personal or administrative expenses.
- d. Purchase of alcoholic beverages.
- e. Rental of commercial transportation for COI guests.
- f. Rental of facilities.
- g. Rental of audiovisual or other equipment. Such rental expenditures must be made from non-COI fund cites.
- h. Organizational anniversaries, celebrations, or changes of command.
- i. An event, facility, or activity where admission, seating, or other accommodations are restricted relative to race, creed, color, sex, or national origin.
- j. Purchase of tickets or admissions to sporting, recreational, or other public activities, or to charitable/fund raising special events.
- k. Circumvention of regulations or restrictions prescribed by another directive.

l. Any purpose for which use of appropriated funds is expressly prohibited.

m. Incidental out-of-pocket expenses incurred by a USMEPCOM military or civilian member in the day-to-day performance of his or her duties.

n. Other incidental expenses that are payable from other sources (e.g., registration fees, materials/costs to develop announcements, awards, signs, etc.).

o. Repetitious events for the same guests or target groups.

p. Entertainment of individuals or firms in the contract bidding process, under a contract and/or retainer with USMEPCOM, other DOD organizations, and/or Federal agencies.

q. Door prizes.

8-5. COI After-action Report

MEPS will complete USMEPCOM Form 601-4-7-R-E (Centers of Influence After-action Report)(RCS: MOP-6) and submit it to HQ USMEPCOM, ATTN: MOP-TD (Chief, Testing Division) within 14 days after the COI event. See appendix E for instructions for completing this form. Submit with the form a photocopy of the vendor's invoice. (File a copy of the forms under 601 for 2 years.)

8-6. COI return on investment evaluation

At the end of the SY NLT 15 July, the MEPS will complete and submit to HQ USMEPCOM, ATTN: MOP-TD (Chief, Testing Division) USMEPCOM Form 601-4-8-R-E (Centers of Influence Event Return on Investment Evaluation)(RCS: MOP-5). See appendix E for instructions for completing this form. File a copy of the form under FN 601a for 5 years.

Chapter 9

Education Services Specialist Organization Participation and Individual Development

9-1. Recommended organizations for membership and participation

ESSs for the STP are encouraged to become members and active participants in educator organizations that support the ASVAB STP, and whose members may influence the reception of the program. Qualifications for membership vary among the organizations; each must be investigated individually by the ESS interested in membership. Participation in some organization programs may not require membership. Recommended organizations for membership and/or participation include, but are not limited to, the following:

a. American Counseling Association (known as ACA) and its divisions such as the National Career Development Association (known as NCDA), American School Counselors Association (known as ASCA), and Association for Counselors and Educators in Government (known as ACEG); 5999 Stevenson Avenue, Alexandria, VA 22304-3300, (800) 347-6647.

b. American Vocational Association (known as AVA), 1410 King Street, Alexandria, VA 22314, (800) 826-9972.

c. National Association of Secondary School Principals (known as NASSP), 1904 Association Drive, Reston, VA 22091-1537, (703) 860-0200.

d. National Occupational Information Coordinating Committee (known as NOICC), 2100 M Street NW, Suite 156, Washington, DC 20037, (202) 653-5665.

e. National School Boards Association (known as NSBA), 1680 Duke Street, Alexandria, VA 22314, (703) 838-6722.

9-2. MEPS ESS participation at national level

The MEPS ESS active with local and State levels of educator organizations may be called upon or elected by those organizations to participate at the national level. In such cases, and where the MEPS ESS will be representing the STP, written request to participate at the national level must be submitted to HQ USMEPCOM, ATTN: MOP-TD, stating the capacity of participation, NLT 60 days prior to deadline for commitment. Written approval or disapproval with explanation must be dispatched by the Command ESS NLT 14 days after receipt of the request.

9-3. Purchase of organization memberships

Purchase of personal memberships by HQ USMEPCOM or MEPS is prohibited. Any memberships purchased by HQ USMEPCOM or MEPS must be in the name of HQ USMEPCOM or MEPS, with the ESS as the representative or POC.

9-4. Participation in educator organizations

Participation in educator organizations includes attendance at organization conventions to promote the ASVAB as a program presenter, an exhibitor in the trade show area, or as a member of the organization. The MEPS ESS will:

- a. Diligently seek inclusion on the program of conventions.
- b. Choose to exhibit at a convention trade show only after thoroughly assessing possible gain from participation and/or likely loss from nonparticipation. After exhibiting at a convention, the ESS will write and retain for 2 years a summary statement on the convention that includes associated costs, the number of persons attending, traffic flow, new leads, and any other items that may impact the STP.
- c. At the end of the SY, NLT 15 July, complete for each convention attended as a program participant or exhibitor USMEPCOM Form 601-4-10-R-E (Convention Return on Investment Evaluation)(RCS: MOP-9) and submit to HQ USMEPCOM, ATTN: MOP-TD (Command ESS). See appendix E for instructions for completing this form. File a copy of the completed form under FN 601 for 2 years.
- d. A MEPS ESSs attending any national convention for professional development, but not registering as an exhibitor, must notify HQ USMEPCOM, MOP-TD, NLT 2 weeks prior to attendance. This does not apply when the ESS is attending a national convention on personal time and at personal expense.
- e. The MEPS ESS who registers at a national convention as part of the staff for the HQ USMEPCOM exhibit (in order to reduce the cost of attending) will be under the supervision of the HQ USMEPCOM representative for all activities related to the exhibit. All such registrants will be expected to take scheduled turns staffing the exhibit. Those requiring exception must notify the HQ USMEPCOM representative NLT 2 weeks prior to attendance.
- f. Attendance of the MEPS ESS at any convention is at the discretion of the MEPS commanding officer and subject to such considerations as available funding, projected benefits to the STP, and duty priorities.

9-5. Professional development

The ESS is encouraged to continue to develop professionally by attending workshops sponsored by educator organizations and school officials, and by taking college and university courses to upgrade or refresh job-related skills.

a. Civilian training funds may be available through MEPS for tuition reimbursement. The ESS will file DD Form 1556 (Request for Training), which requires the MEPS commanding officer's approval and the approval of the training officer at the servicing civilian personnel office (CPO).

b. To qualify for tuition reimbursement, courses must be clearly mission-related and will not be taken solely for the purpose of earning a college degree.

c. The ESS may take one course at Government expense every other year, commencing with the beginning of the second year of employment at USMEPCOM, provided funds are available.

9-6. Individual development plan (IDP)

The IDP on DA Form 5398 (Civilian Performance Rating) or local CPO equivalent, should include types of training (course titles, if known), developmental assignments, or self-development activities which will enhance the professional expertise of the ESS.

9-7. Budget and funding

Budget and funding for MEPS organization memberships, convention attendance, and professional development costs are a MEPS responsibility. An earnest estimate of all costs projected for the next fiscal year for memberships and convention attendance must be stated in the budget submitted to HQ USMEPCOM, MRM-FM-FS. Some items to include are per diem, exhibit booth rental fees, transportation, shipping costs, and registration fees.

Chapter 10**Overseas Testing Program****10-1. ASVAB testing outside the United States and Puerto Rico**

Conduct ASVAB testing outside the United States and Puerto Rico in close coordination with HQ USMEPCOM, Operations (Testing Section). The testing procedures prescribed in this chapter are unique to the Overseas Testing Program and include details regarding student and enlistment testing.

10-2. USMEPCOM recruiting Service coordination

a. HQ USMEPCOM, MOP-TD, is responsible for the following

6 October 1997

USMEPCOM Reg 601-4

duties:

(1) Scoring the ASVAB test and sending results to the appropriate personnel. The duties of scoring ASVAB tests and sending results for the student tests to school counselors and enlistment test results to the TCOs are delegated to Eastern and Western sectors, including giving the recruiter Service copy to the Service liaison.

(a) Eastern Sector is responsible for the European, Caribbean, and Central American areas. Eastern Sector will designate a MEPS to score and send test results to the area of responsibility within 7 normal working days after receipt of the answer sheets, using express mail. The MEPS that will provide this support will be identified in writing. The MEPS TCO will send a copy of the tasking memorandum to HQ USMEPCOM, ATTN: MOP-TD (Overseas Testing Coordinator), 2500 Green Bay Road, North Chicago, IL 60064-3094.

(b) Western Sector is responsible for the Pacific and Far East areas. Western Sector will designate a MEPS to score and send test results to the area of responsibility within 7 normal working days after receipt of the answer sheets, using express mail. The MEPS designated to provide this support will be identified in writing. The MEPS TCO will send a copy of the tasking memorandum to HQ USMEPCOM, ATTN: MOP-TD (Overseas Testing Coordinator), 2500 Green Bay Road, North Chicago, IL 60064-3094.

(2) Providing training as required to the Services' overseas TAs, recruiters, and Department of Defense Dependent Schools (DODDS) guidance counselors.

(3) Documenting identified problems. Reporting problems, overseas test scores and accession data to the Assistant Secretary of Defense (Force Management and Personnel) and the Services.

(4) Ensuring sufficient amounts of test/support materials are printed and distributed.

b. The Services are responsible for the following duties (delineated in AR 601-222):

(1) Operation of the Overseas Testing Program.

(2) Ensuring only Service-designated overseas TCOs and TAs handle ASVAB materials.

(3) Ensuring recruiters do not handle, distribute, or collect test materials.

c. Service TCOs are responsible for the following duties:

(1) Administering the student ASVAB test and mailing the testing items, below, to the designated MEPS within 48 hours after testing.

(a) Completed original ASVAB Scoring Worksheet.

(b) Completed student answer sheets.

(2) Administering the enlistment ASVAB test and mailing the enlistment testing items, below, to the designated MEPS within 48 hours after testing:

(a) Completed USMEPCOM Forms 714-A-E (Request for Examination).

(b) Completed applicant answer sheets.

d. The TCO and the appropriate Service recruiter are responsible for ensuring USMEPCOM Form 714A-E is accurately completed and signed before the TCO/TA administers the test.

NOTE: A score is official and becomes the score of record only after the MEPS scores the answer sheet.

e. Recruiters will coordinate, schedule, and provide proctor support (when needed) for school testing.

Appendix A References

Section I Required Publications

CE 611-1

Office of Personnel Management (OPM) Handbook for Administering the ASVAB. Cited in paragraphs 2-12b, 3-1b, 3-11, and 4-1.

USMEPCOM Reg 5-5¹

Security, Safety, and Special Programs. Cited in paragraph 2-1b.

USMEPCOM Reg 611-1

Enlistment Qualification Tests. Cited in paragraphs 1-4j(1) and (2), 3-1a, 3-4a, 3-4c(7), and 3-11.

Section II Related Publication

AR 601-222/OPNAVINST 1230.1B/MCO 1130.52D/CG COMDTINST 1130.13B/ AFR 33-6

Armed Services (Institutional) Vocational Testing Program

Section III Required Forms

DA Form 1556

Request for Training. Cited in paragraph 9-5a.

Note:

1. Distributed by e-mail. (The publication/form is also on the USMEPCOM Electronic Pubs/Forms Library. The library is available to MEPS users only; it will be available to HQ USMEPCOM and sectors later.) USMEPCOM Reg 5-5 was transferred from the Bulletin Board System to the electronic library.

DA Form 2028²

Recommended Changes to Publications and Blank Forms. Cited in the "Suggested improvements" paragraph.

6 October 1997

USMEPCOM Reg 601-4

DA Form 5398

Civilian Performance Rating. Cited in paragraph 9-6.

OPM Form 697-A

Record Sheet for Armed Forces Applicants Examination. Cited in paragraph 1-41(11)(f).

SF 44

Purchase Order Invoice Voucher. Cited in paragraph 2-9b(2).

USMEPCOM Form 714A-E

Request for Examination. Cited in paragraph 10-2c(2)(a).

Section IV

Prescribed Forms

USMEPCOM Form 601-4-R-E³

Student Test Answer Form Discrepancy List. Cited in paragraphs 1-41(11)(a).

USMEPCOM Form 601-4-1-R-E³

MEPS School File Data Input Record. Cited in paragraph 1-141(11)(b).

USMEPCOM Form 601-4-2-R-E³

Processing and Distribution Control Record. Cited in paragraph 1-41(11)(c).

Notes:

2. Available on DA Pam 25-30 (cd-rom).

3. MEPCOM Integrated Resource System (MIRS) forms. MEPS will generate the forms through the MIRS.

USMEPCOM Form 601-4-3-R-E³

Student ASVAB Test Record. Cited in paragraph 1-41(11)(d).

USMEPCOM Form 601-4-4-R-E¹

Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets. Cited in paragraph 1-5m(1)(d).

USMEPCOM Form 601-4-5-R-E¹

6 October 1997

USMEPCOM Reg 601-4

Student Testing Database Maintenance Form. Cited in paragraph 1-41(11)(e) and paragraph 7-2.

USMEPCOM Form 601-4-6-R-E¹

Centers of Influence Event Fund Cite Request. Cited in paragraph 8-2b.

USMEPCOM Form 601-4-7-R-E¹

Centers of Influence Event After-Action Report (RCS: MOP-6). Cited in paragraph 8-5.

USMEPCOM Form 601-4-8-R-E¹

Centers of Influence Event Return on Investment Evaluation (RCS: MOP-5). Cited in paragraph 8-6.

USMEPCOM Form 601-4-9-R-E¹

Student Testing Program Quarterly Activity Report (RCS: MOP-7). Cited in paragraph 1-4h(18).

Notes:

1. Distributed by e-mail. (The publication/form is also on the USMEPCOM Electronic Pubs/Forms Library. The library is available to MEPS users only; it will be available to HQ USMEPCOM and sectors later.) USMEPCOM Reg 5-5 was transferred from the Bulletin Board System to the electronic library.

3. MEPCOM Integrated Resource System (MIRS) forms. MEPS will generate the forms through the MIRS.

USMEPCOM Form 601-4-10-R-E¹

Convention Return on Investment Evaluation (RCS: MOP-9). Cited in paragraph 9-4(c).

Section V

Prescribed File Numbers

601

General personnel procurement correspondence files. Cited in paragraphs 1-4h(13) and 1-41(11)(e).

601a

6 October 1997

USMEPCOM Reg 601-4

Military personnel procurement statistics. Cited in paragraphs 1-4h(11)(a)through (d), 1-4h(18), 5-7b, and 5-11.

601-222d

Qualification test answers. Cited in paragraph 1-4l(11)(f).

601-222f

Test material inventories. Cited in paragraph 1-4m(1)(d).

Note:

1. Distributed by e-mail. (The publication/form is also on the USMEPCOM Electronic Pubs/Forms Library. The library is available to MEPS users only; it will be available to HQ USMEPCOM and sectors later.) USMEPCOM Reg 5-5 was transferred from the Bulletin Board System to the electronic library.

Appendix B
Management Control Evaluation Checklist

B-1. Function. The function covered by this checklist is to monitor activities related to the student Armed Services Vocational Aptitude Battery (ASVAB).

B-2. Purpose. The purpose of this checklist is to assist testing personnel in the MEPS in evaluating the key management controls listed below. It is not intended to cover **all** controls.

B-3. Instructions. Answers must be based on actual **testing** of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers which indicated deficiencies must be explained and corrective action indicated in supporting documentation. These management controls **must** be evaluated at least every 5 years. Certification that this evaluation has been conducted must be accomplished on Department of the Army Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test Questions.**PROCTOR SUPPORT**

To ensure test security and an orderly atmosphere for administering the student test, a maximum 40:1 student-proctor ratio is allowed. One proctor is required for 1 to 40 students, except where this requirement is waived by the MEPS commander for a scheduled rest session for 25 or fewer students. (Chap. 2)

Is USMEPCOM Form 601-4-3-R-E (Student ASVAB Test Record) signed by all proctors attending a test session?

YES ____ NO ____ Remarks: _____

Are proctor support waivers by MEPS commander properly documented?

YES ____ NO ____ Remarks: _____

Is proper notice given to recruiting Services for proctor no-shows?

YES ____ NO ____ Remarks: _____

6 October 1997

USMEPCOM Reg 601-4

Did proctors arrive at the test site at least 30 minutes before the test session?

YES ____ NO ____ Remarks: _____

Did TA brief proctors on duties prior to starting the test?

YES ____ NO ____ Remarks: _____

TEST ADMINISTRATION

Following proper procedures for administering the student test and delivering answer forms to MEPS ensures the validity and security of the test. (Chaps. 2 and 3)

Is adequate time allowed for each test session?

YES ____ NO ____ Remarks: _____

Are instructions read verbatim by the administrator?

YES ____ NO ____ Remarks: _____

Are subtests 1 through 5 administered prior to any break or session split?

YES ____ NO ____ Remarks: _____

Are TAs certified?

YES ____ NO ____ Remarks: _____

Are all test materials collected and accounted for before students are released?

YES ____ NO ____ Remarks: _____

Is part C of USMEPCOM Form 601-4-3-R-E properly completed?

YES ____ NO ____ Remarks: _____

Is usage of test versions being tracked to ensure equal usage of all versions?

YES ____ NO ____ Remarks: _____

Is USMEPCOM Form 601-4-4-R-E (Receipt of ASVAB Booklets) properly

6 October 1997

USMEPCOM Reg 601-4

issued and returned when assistant TAs are used?

YES ____ NO ____ Remarks: _____

Is a quality assurance check done by the TA after each test session?

YES ____ NO ____ Remarks: _____

Are all answer sheet packages mailed or hand delivered to the MEPS within 48 hours after the test?

YES ____ NO ____ Remarks: _____

Do delivery methods meet security requirements of USMEPCOM Reg 611-1?

YES ____ NO ____ Remarks: _____

TEST CONTROL

Test control is very important to avoid test loss and/or compromise. (Chap. 4)

Is there a TA in each room and a MEPS-appointed monitor for each multiroom test?

YES ____ NO ____ Remarks: _____

Does the TA distribute alternate test versions to students?

YES ____ NO ____ Remarks: _____

Are cheating incidents recorded on USMEPCOM Form 601-4-3-R-E?

YES ____ NO ____ Remarks: _____

TEST SCORING AND DISTRIBUTION

Student tests must be scored and results must be delivered or made available to schools and recruiting services in a secure and timely manner. (Chap. 5)

Is information on USMEPCOM Form 601-4-2-R-E (Processing and Distribution Control Record) kept current?

YES ____ NO ____ Remarks: _____

Are all answer sheets either processed, or annotated in the

6 October 1997

USMEPCOM Reg 601-4

appropriate block for nonprocessed forms on USMEPCOM Form 601-4-2-R-E?

YES ____ NO ____ Remarks: _____

Are all answer sheets waiting to be processed stored under double lock?

YES ____ NO ____ Remarks: _____

Does the Service representative who picks up the recruiter copies of student results, or the MEPS person who mails the results to the Service, initial in the appropriate block on USMEPCOM Form 601-4-2-R-E?

YES ____ NO ____ Remarks: _____

Is the STS feedback statistical report manually printed and checked daily?

YES ____ NO ____ Remarks: _____

Are all student test packages scored and results dispatched to the school within 14 days after the test session?

YES ____ NO ____ Remarks: _____

SCHOOL DATABASE MANAGEMENT

Proper procedures for inputting new data and changing current data in the student database must be followed to ensure the intended information is processed. (Chap. 6) Modifications of test session information already in the database will be done at HQ USMEPCOM at the request of the MEPS. (Chap. 7)

Are State and county codes correct according to the physical location of each school?

YES ____ NO ____ Remarks: _____

Are schools in the database designated eligible or ineligible with the proper status code?

YES ____ NO ____ Remarks: _____

Are all requests for change in Service assignment, change in eligibility status or for school deletion approved by the IRC?

6 October 1997

USMEPCOM Reg 601-4

YES ____ NO ____ Remarks: _____

For a change in test session information, HQ USMEPCOM does the change and confirms with MEPS that change has been done. MEPS must then wait 24 hours to verify that the change fully processed. Is each requested and confirmed change verified?

YES ____ NO ____ Remarks: _____

CENTERS OF INFLUENCE (COI) PROGRAM

The COI program is a marketing strategy available to the MEPS whereby a sit-down meal is purchased for the opportunity to address a group of influential persons about the ASVAB Career Exploration Program. Sponsorship of a COI event should always be with an objective in mind, and the results of the event must be evaluated. (Chap. 8)

Has a specific group been identified where appeal by way of a COI event may elicit support or advocacy for the ASVAB Career Exploration Program?

YES ____ NO ____ Remarks: _____

Can the intended returns on a COI event be clearly stated and/or measured?

YES ____ NO ____ Remarks: _____

Has funding been approved and/or a fund cite provided by HQ USMEPCOM?

YES ____ NO ____ Remarks: _____

Did each attendee depart knowing what support had been requested of him or her?

YES ____ NO ____ Remarks: _____

Was followup contact with each attendee made within 5 days after the COI event?

YES ____ NO ____ Remarks: _____

Were USMEPCOM Forms 601-4-7-R-E (Centers of Influence Event After-action Report) and 601-4-8-R-E (Centers of Influence Event Return on Investment Evaluation) completed for each COI event and submitted to HQ USMEPCOM timely?

6 October 1997

USMEPCOM Reg 601-4

YES ____ NO ____ Remarks: _____

ORGANIZATION MEMBERSHIP AND PARTICIPATION

Participation in educational organizations and their activities is important in the marketing of the ASVAB Career Exploration Program. Continued training and professional development for the ESS is encouraged. (Chap. 9)

Has the ESS assessed what local and State educational organizations are best able and/or most willing to advocate for the ASVAB Career Exploration Program in the MEPS area?

YES ____ NO ____ Remarks: _____

Have funds been included in the MEPS budget for local and state convention costs, to include any fees for exhibit, registrations and per diem?

YES ____ NO ____ Remarks: _____

Have funds been included in the budget for ESS attendance at any national conventions for professional development?

YES ____ NO ____ Remarks: _____

Has HQ USMEPCOM been notified of ESS intent to attend a national convention?

YES ____ NO ____ Remarks: _____

Does the ESS have an individual development plan (IDP) on file?

YES ____ NO ____ Remarks: _____

Are funds included in the MEPS budget for ESS training and/or tuition reimbursement?

YES ____ NO ____ Remarks: _____

OVERSEAS TESTING

Overseas student testing requires special actions and considerations. Only three MEPS are involved in overseas testing: Fort Jackson, Honolulu, and New York. (Chap. 10)

Is this MEPS involved in overseas testing?

YES ____ NO ____ Remarks: _____

6 October 1997

USMEPCOM Reg 601-4

Are responsible MEPS scoring and dispatching results within 7 working days after receipt of answer forms?

YES ____ NO ____ Remarks: _____

Is proper training being provided to the recruiting Services' overseas test administration personnel and DODDS guidance counselors?

YES ____ NO ____ Remarks: _____

Are sufficient quantities of ASVAB test materials on hand?

YES ____ NO ____ Remarks: _____

MARKETING PLAN

To ensure cost effectiveness, to devise a local methodology for marketing the ASVAB Career Exploration Program, and to reduce wasteful duplication of effort among the recruiting services and MEPS, the MEPS ESS and recruiting ESS's (or designated representatives) will devise a marketing plan. (App. C.)

Did a representative from each recruiting service participate with the MEPS ESS in the development of the marketing plan?

YES ____ NO ____ Remarks: _____

Was the marketing plan endorsed by each IRC service commander?

YES ____ NO ____ Remarks: _____

Was the marketing plan forwarded to HQ USMEPCOM, ATTN: MOP-TD, by 1 Sep?

YES ____ NO ____ Remarks: _____

STUDENT TESTING PROGRAM MATERIALS AND SUPPLIES

All ASVAB materials will be delivered to MEPS for storage and use in the local Student Testing Program. The MEPS is responsible for the delivery of materials to schools, but may obtain the assistance of the recruiting services for the delivery of some items.

The MEPS must ensure sufficient quantities are on hand, and avoid waste. (App. D.)

Is the number of Exploring Careers: The ASVAB Workbook on hand or on order sufficient for testing projections for the remainder of

6 October 1997

USMEPCOM Reg 601-4

the school year (SY)?

YES ___ NO ___ Remarks: _____

Has the MEPS commander designated someone to order supplies through Standard Army Publications System (STARPUBS)?

YES ___ NO ___ Remarks: _____

PRESCRIBED FORMS

The prescribed forms in the regulation are generated either by MIRS or by Delrina Form Flow software. Proper completion, filing, and disposal are important. (App. E.)

Is there a 1-month supply of each form on hand in case of a power failure?

YES ___ NO ___ Remarks: _____

Is there a completed USMEPCOM Form 601-4-3-R-E in the historical file of each school that tested?

YES ___ NO ___ Remarks: _____

Were USMEPCOM Forms 601-4-9-R-E (Student Testing Program Quarterly Activity Report) submitted to HQ USMEPCOM NLT the 15th day of the month (following the end of the quarter) being reported?

YES ___ NO ___ Remarks: _____

TEST SESSION NUMBERS

A number reference to a test session will always contain six digits: the first two digits represent the MEPS; the third, fourth and fifth digits comprise the sequential batch number; and the last digit is the release option code. Split-option test sessions will be referenced by more than one number, each containing the same first five digits and a different option code. Care must be given to properly reference every batch and option code within the batch. (App. H.)

Do sequential batch numbers begin with 001 and end with 999 before starting over again?

YES ___ NO ___ Remarks: _____

Are release options properly designated?

YES ___ NO ___ Remarks: _____

6 October 1997

USMEPCOM Reg 601-4

B-5. Supersession. This checklist replaces the checklist for the Internal Control Review Checklist previously published in USMEPCOM Reg 601-4, dated 13 June 1991; and USMEPCOM Reg 601-2, dated 15 March 1991.

B-6. Comments. To help make this a better tool for evaluating management controls, submit comments to HQ USMEPCOM, ATTN: MOP-TD, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

Appendix C

Student Testing Program Marketing Plan

C-1. Marketing plan development

Near the end of each school year (SY) the MEPS ESS will conduct a subcommittee meeting inviting representatives from each IRC component to review the status of the STP, evaluate the success of past marketing efforts, and develop a joint marketing plan for the coming year. MEPS will submit the marketing plan to IRC members for review and signature NLT 1 July. MEPS will submit to the appropriate sector commander a copy of the marketing plan as soon as it is signed by the local IRC/MEPS commanders but NLT 1 Sep. In the event that any signature cannot be obtained by this date a memorandum for record will accompany the marketing plan explaining the circumstance(s).

a. To meet national requirements, MOP-TD will devise a national marketing plan and/or provide special instructions for MEPS marketing plans. The national marketing plan and/or any special instructions will be provided to MEPS NLT 1 May.

b. At a minimum the marketing plan should include:

(1) Goals - A summarized statement of what is to be achieved in the coming SY.

(2) Objectives - Specific, and if possible quantifiable, actions and accomplishments that contribute to the goal(s).

(3) Available market - Use statistical analysis of the MEPS entire area of responsibility.

(4) Competition - Other career exploration instruments used by schools in the MEPS area, and how they compete with the ASVAB CEP.

(5) Target populations - Desirable schools, districts or populations that are especially difficult to sell.

(6) Obstacles - Attitudes and inclinations among educators, students, parents, or DOD personnel that make it difficult to maintain or expand the use of the ASVAB CEP. Examples are the selection of release option 8, testing mostly tenth graders, and proctor no-shows.

(7) Resources available - Human resources, financial resources, broadcast or print media, time, and special talents.

(8) Responsibilities - Delineate so as to avoid duplication of effort by MEPS and Service ESSs, and other recruiting Service personnel.

(9) Strategies - Ways to overcome obstacles.

(10) Time lines - List special dates, such as the beginning of open season.

(11) An analysis of the marketing plan's actions and strategies to arrive at recommendations for future plans/strategies.

C-2. Marketing Plan changes

The recruiting Service and MEPS commanders, ESSs, and other personnel responsible for promoting the ASVAB CEP to the education community should refer to the marketing plan throughout the SY. Required changes in the marketing plan should be agreed upon by all contributors.

Appendix D**STP Support Materials****D-1. Support literature, training aids, and novelty items**

STP materials are designed, distributed, and used to promote the STP in secondary and post-secondary schools nationwide. These materials are categorized as follows:

a. ASVAB support literature. This type of ASVAB literature describes the STP and test characteristics and uses, and provides other information about the STP to various audiences (e.g., counselors, students, or parents).

b. Training aids. These materials are used to train educators, counselors, recruiters, and others on how to interpret the ASVAB results and use ASVAB CEP.

c. Novelty items. These items are used as gifts to engage prospective supporters and users of the ASVAB CEP, to express appreciation, and to increase general awareness of the STP. They may be issued at educator conventions, COI activities, visits to school officials, and any similar occasion where the ASVAB and the STP are discussed. Procurement of these items is contingent on available funding, and may not meet actual demand.

D-2. Description of support literature

a. Materials for counselors.

(1) ASVAB 18/19 Educator and Counselor Guide. A brief brochure about the ASVAB 18/19 Career Exploration Program. Summarizes key elements of the program such as ASVAB 18/19 content, technical specifications, use of test information, and frequently asked counselor questions. Also discusses features of the program such as the Workbook.

(2) ASVAB 18/19 Counselor Manual. In-depth guide to the ASVAB 18/19 Career Exploration Program. Explains the program background, research, and operation; describes the content and technical characteristics of Exploring Careers: The ASVAB Workbook and Interest Finder (IF); provides case studies and other support for interpreting the ASVAB and using it for counseling in career exploration and decision making; and includes additional support references and materials.

(3) ASVAB 18/19 Technical Manual. Provides statistical and other detailed technical information substantiating the credibility of the ASVAB for its intended uses; also describes

technical underpinnings of the IF and the Occu-Find Booklet.

b. Materials for students and parents.

(1) ASVAB 18/19 Student and Parent Guide. Introduces students and parents to the ASVAB and its use in career exploration and planning; provides sample test questions; answers commonly asked questions.

(2) Exploring Careers: The ASVAB Workbook. Contains information and a series of activities and story line that help students organize information about themselves and use it for career exploration. The Workbook contains the *Interest Finder* (IF), an interest inventory, and the Occu-Find Booklet.

(3) Military Careers. Provides an occupational basis for interpreting ASVAB by describing 127 enlisted occupational clusters of jobs that are related to the military careers score. It describes 70 officer occupational clusters. Descriptions of 23 enlisted and 13 officer career paths are also provided.

D-3. Description of training aids

a. Recruiter Guide. This guide contains basic information about the ASVAB and how it pertains to recruiters.

b. Sample ASVAB Student Results Sheet. A sample of a completed ASVAB Student Results Sheet.

c. Occu-Find Booklet and marker. Identical to the Occu-Find Booklet that comes with Exploring Careers: The ASVAB Workbook. To be used for training when consumption of the whole Workbook is unnecessary and wasteful.

D-4. Description of novelty items

a. ASVAB tablets: 3 by 5-inch writing tablets with the ASVAB logo. Handout at conventions.

b. School Planning Guide: A 2-year poster size planning calendar. Hand to individual counselors and educators.

c. ASVAB ballpoint pen: Handout at conventions and COI events.

d. Pop-up calendar: rubber band-supported calendar ball. Handout at COI events and conventions.

e. ASVAB bag: Handout at conventions and COI events.

f. "Planning Your Future" poster: Use to post date, time, and location of upcoming ASVAB test session.

g. "ASVAB is Coming" flyer: Issue to students so that they may complete the bottom portion and give to the school counselor to express interest in or intent to participate in ASVAB test.

h. Letter openers: Plastic letter opener; Handout to counselors at COI events and personal visits.

i. Twin-tip markers: Combination felt-tip pen and highlighter; handout to counselors during individual visits, COI events, and training sessions.

j. ASVAB folder: Two-pocket paper folder; use for training packets and handouts.

k. ASVAB "Career Exploration Program" brochure: Explains the ASVAB CEP; issue to counselors and other interested educators.

D-5. ASVAB Career Exploration System (ACES)

ACES is a computer software product available for installation in schools where the ASVAB is given. It is usable on IBM-compatible computers with a 386 or higher processor and at least two megabytes of random access memory. Revised and expanded versions of ACES will be progressively numbered (i.e., ACES version 1.0, ACES version 2.0, etc.) The MEPS will record and keep on file for 2 years the schools to which MEPS has distributed or installed ACES. The ESS will list these schools in the STP Quarterly Activity Report.

D-6. Ordering information

MOP-TD will determine the quantity of each item each MEPS will receive in initial distribution. To derive the quantities, MOP-TD will consider the number of schools in the MEPS area, recent historical testing numbers, and funding constraints. The total allotted will be for standard operation of the STP, training requirements, and samples for affiliated recruiting Services.

a. If stock of printed items is depleted before the end of the SY, additional stock may be obtained by way of Standard Army Publications System (STARPUBS).

b. Novelty items are of lesser funding priority than printed materials and, therefore, quantity procured and distributed may not meet actual demand. All that is procured will be distributed

6 October 1997

USMEPCOM Reg 601-4

in the initial distribution (i.e., no marginal quantity is warehoused for subsequent requisitions). Novelty items are not available through STARPUBS.

c. To request materials through STARPUBS, include the product name/nomenclature, unit of issue (UI), and maximum allowable quantity (MAQ), provided below:

Name (nomenclature)	UI	MAQ
<u>ASVAB 18/19 Counselor Manual</u> (DOD 1304.12-L-ASTP-CM)	CTN	10CTN
<u>ASVAB 18/19 Student and Parent Guide</u> (DOD 1304-12-L-ASTP-SPG)	CTN	5CTN
<u>ASVAB 18/19 Educator and Counselor Guide</u> (DOD 1304.12-L-ASTP-ECG)	5CTN	PK/25
<u>Exploring Careers: The ASVAB Workbook</u> (DOD 1304.12-L-ASTP-WB)	CTN	10CTN
<u>Military Careers</u> (DOD 1304.12-L-ASTP-MC)	CTN	10CTN

Name (nomenclature)	UI	MAQ
<u>Recruiter Guide</u> (DOD 1304.12-L-AETP-RG)	BKL	1BKL
<i>Student Results Sheets</i> (DD Form 1304-5)	CTN	10CTN
<u>Sample Student Results Sheets</u> (DD Form 1304-5-RS)	CTN	5CTN
<u>Occu-Find Booklet*</u>		
<u>Technical Manual</u> (DOD 1304.12-L-ASTP-TS)	BKL	1BKL
<i>Student Answer Sheets</i> (DD Form 1304-4AS)	PK/100	50PK
<i>Enlistment Answer Sheets</i>	PK/100	50PK

6 October 1997

USMEPCOM Reg 601-4

(DD Form 1304-1AS)

Conversion Tables

BKL

1BKL

(DOD 1304.12-L-AETP-CT3)

*Not available through STARPUBS. Initial shipment is complete and final.

Appendix E**Instructions for Preparing Prescribed USMEPCOM Forms****E-1. Forms generation**

USMEPCOM forms prescribed by this regulation are electronically generated. Each may be completed manually. Except for those forms mentioned in paragraph E-1a, a 1-month supply will remain in stock in case of a power failure.

a. USMEPCOM Form 601-4-R-E (Student Test Answer Form Discrepancy List), USMEPCOM Form 601-4-1-R-E (MEPS School File Data Input Record), USMEPCOM Form 601-4-2-R-E (Processing and Distribution Control Record), and USMEPCOM Form 601-4-3-R-E (Student ASVAB Test Record) are MIRS generated forms. A 5-day supply will remain in stock.

b. USMEPCOM Form 601-4-4-R-E (Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets), USMEPCOM Form 601-4-5-R-E (Student Testing Database Maintenance Form), USMEPCOM Form 601-4-6-R-E (Centers of Influence Event Fund Cite Request), USMEPCOM Form 601-4-7-R-E (Centers of Influence Event After-action Report)(RCS: MOP-6), USMEPCOM Form 601-4-8-R-E (Centers of Influence Event Return on Investment Evaluation)(RCS: MOP-5), USMEPCOM Form 601-4-9-R-E (Student Testing Program Quarterly Activity Report)(RCS: MOP-7), and USMEPCOM Form 601-4-10-R-E (Convention Return on Investment Evaluation)(RCS: MOP-9) are generated by Delrina FormFlow software.

E-2. Prescribed forms (in numerical order)

a. **USMEPCOM Form 601-4-R-E (Student Test Answer Form Discrepancy List).** Use this form to notify schools when student answer sheets cannot be scored, or when scores are invalid for enlistment (option 7). This form and an appropriate letter of explanation must be included in the results package sent to the school. The MEPS will maintain a file copy for 2 years. Instructions for completing the form are as follows:

(1) To: Enter the school's POC and school name for the specific test session.

(2) Session Date: Enter the date the session was completed.

(3) From: Enter the MEPS' name and POC.

(4) On the blank line, fill in the name of the school.

(5) Name: Enter the name(s) of the student(s) whose

6 October 1997

USMEPCOM Reg 601-4

answer sheet was not processed, or whose scores are not valid for enlistment.

(6) Reason Not Processed: Place an "X" in the appropriate column to indicate the reason the student's test was not processed. Reason codes 1 and 2 are explained at the bottom of the form.

(7) Reason Processed Invalid: Place an "X" in the appropriate column to indicate the reason the student's scores are not valid for enlistment. If the reason indicated is number 5, an explanation must be provided in the lined area at the bottom of the form. Reason codes 3, 4, and 5 are explained at the bottom of the form.

b. USMEPCOM Form 601-4-1-R-E (MEPS School File Data Input Record). Use this form to record school information for input into the MEPS computer system. Instructions for completing the form are as follows:

(1) School Code: Enter the assigned school code. If the school is a new listing, obtain a school code from MOP-TD.

(2) School Name: Enter the name of the school.

(3) Street Address: Enter the street address, being careful to space between words and numbers for clarity. For example, abbreviate such words as Lane (LN), Drive (DR), Road (RD), etc.

(4) City: Enter the name of the city. Use spaces and hyphens where applicable; do not abbreviate.

(5) State: Enter the two-letter State abbreviation.

(6) ZIP Code: Enter the correct 5-digit ZIP Code.

(7) Date Scheduled: Enter the 6-digit date in YY/MM/DD format.

(8) Jr/Sr Scheduled: Enter the number of juniors and seniors scheduled to test.

(9) Other Scheduled: Enter students other than juniors and seniors in this block. (Do not enter total of all students.)

(10) Telephone: Enter area code and 7-digit number.

(11) Grades: Enter the total number of grades in the school (i.e., for a 3-year high school write "03", for a 4-year high school write "04", for a 2-year technical school or junior college write "02", etc.).

(12) District Number: Enter the school district number.

(13) District Name: Enter the name of the school district.

(14) Seniors: Enter the senior (12th grade) population.

(15) Juniors: Enter the junior (11th grade) population.

(16) Sophomores: Enter the sophomore (10th grade) population.

(17) Freshmen: Do not enter the freshmen (9th grade) population. It is not valid for testing purposes.

(18) Other: Enter the school population for other than 9th, 10th, 11th, or 12th grade students. This will be the entire population in post-secondary schools such as community colleges and trade schools.

(19) Type Population: Enter the appropriate code from the bottom of the form to reflect the type of school population.

(20) Type School: Enter the appropriate code from the bottom of the page to reflect the type of school.

(21) Mandatory For: Enter the appropriate code from the bottom of the form to reflect the grades for which the school administration has made participation in the test mandatory.

(22) Service Assigned: Enter the appropriate code from the bottom of the form to reflect the Service that is assigned responsibility for the school.

(23) Status: Enter the appropriate code from the bottom of the form to reflect the school's eligibility status.

(24) Reason Not Eligible: If a school is not eligible to test, enter the appropriate code from the bottom of the form.

(25) Reason Not Tested: If a school does not test, enter the appropriate reason code from the bottom of the form.

c. USMEPCOM 601-4-2-R-E (Processing and Distribution Control Record). Use this form to track the receipt and processing of all student testing answer sheets, and the printing and distribution of school products. Use it to generate the session number. It may be used as a suspense log for release of student results after school products are mailed. The TC will ensure the form is accurately maintained. Instructions for maintaining the form are as follows:

(1) School Name and School Code: Enter the school name and school code from USMEPCOM Form 601-4-3-R-E.

(2) Date Tested and Booklets Utilized: Enter this information as provided by the TA in part C of USMEPCOM Form 601-4-3-R-E.

(3) Session Number and Date Assigned: Assign a session number (see app. H). Write the session number followed by a release option number (making a total of six digits), and enter the date the session number was assigned. The session number is the two-digit MEPS ID and the three-digit sequential batch number. **It is always followed by a one-digit release option number to make a total of six digits.**

(a) For split option test sessions, the five-digit session number assigned will be used with each option number and recorded on separate lines of the form. Example: For a session that is option 1 and option 8 and has been assigned the session number 62004, 620041, and 620048 will be recorded on separate lines of the form.

(b) For multiroom test sessions, only one session number will be assigned and recorded.

(c) In cases where individuals cheat or abandon the test session, the session number will be assigned and recorded as if it were an intentional split option session. That is, the option code 7 will be used with the assigned session number to identify the students who cheated or abandoned, and will be recorded on a separate line on the form.

(4) Answer Forms Received: Enter the date and the number of completed and partially completed answer forms received. Completed answer forms will be processed under one or more of option codes 1-6 and 8. Partially completed answer forms will be processed under release option code 7. The total number will be obtained from a manual count of the forms at the MEPS. The number must total the number of test booklets used during the

test session.

(5) Answer Forms Processed: Enter the date and the total number of answer forms that were processed under each release option. This number should correspond to the number stated on the session statistical reports generated from the MEPS computer system once the session has been successfully processed.

(6) Answer Forms Not Processed: Enter the number of answer forms that could not be processed, along with the corresponding code listed on USMEPCOM Form 601-4-R-E (see a above).

(7) Date Products Printed: Enter the date the ASVAB Results Sheets, ASVAB Test Score Results Roster, and the Recruiting Service Copy was printed. The dates for these may be different.

(8) Date School Products Mailed: Enter the date the ASVAB Results Sheets and ASVAB Test Score Results Roster were mailed to the school. This date will be used in conjunction with the release option code to determine when to release the Recruiting Service Copy printout to the Services.

(9) Date Service Copies Released: Enter the date copies were made available. It must be the same for all Services. Enter the date next to AR (Army) and draw a vertical line through the remaining date areas.

(10) Product Received/Released By: Each Service representative should enter his or her initials in the appropriate space when picking up the Service Copy Printout. If printouts are mailed to Service representatives, no receipt initials are required. Whether the copy is picked up or mailed, the person responsible for releasing or mailing the service copy will initial this form in the "Released By" area.

(11) Remarks: This space is provided for any pertinent remarks regarding the receipt and processing of the test session materials and the distribution of the school products.

d. USMEPCOM Form 601-4-3-R-E (Student ASVAB Test Record).

Use this form to schedule student test sessions, coordinate administrative support, and record test session information. A partially completed USMEPCOM Form 601-4-3-R-E may be produced using the Student Testing Software Program. Assign this form the same session number recorded on USMEPCOM Form 601-4-2-R-E. Write the session number in the blank space at the top of the form. (Refer to par. E-2c and app. H for information on assigning

session numbers.) The TC will ensure the correct and complete preparation of this form, and will keep a completed form in the historical file of each school that tests. Instructions for completing the form are as follows:

(1) Part A:

(a) Item 1. Desired test date and Start time: Self-explanatory.

(b) Item 2. School name and address: Self-explanatory.

(c) School contact name, telephone: Enter the name, title and telephone number of the person at the school who is responsible for coordinating the scheduled test session.

(d) SY, Initial, 2nd/3rd: Write the SY on the top line, e.g., 1996-97. If this test session is the first one for the school in the current SY, check Initial. If the school has tested one or more times before in the current SY check 2nd/3rd.

(e) School code: Enter the nine-digit school code.
Important: This code must be accurate to ensure proper identification and distribution of school products. For new schools the MEPS must request school codes by telephone from HQ USMEPCOM, MOP-TD. Update the MEPS computer system with the new school code before running the answer sheets from the student test session.

(f) Special instructions: Enter the code for the release option selected by the school. See table 5-2 for list of release options. Release option 7 will be assigned by MEPS personnel only, not by the schools.

(g) Service Assigned: Enter the branch of Service responsible for scheduling, proctoring, and promoting the particular school.

(h) "Open season" Service: If the school was scheduled by other than the responsible Service during "open season," place the name of the scheduling Service here.

(i) Mandatory for: For each grade, indicate by "Y" (yes) or "N" (no) whether students are required by school administration to take the ASVAB.

(j) School population by grade: Enter the population for each grade.

(k) Number of students scheduled: Enter the number of students per grade projected to take the ASVAB on the test date, and the total number.

(l) Test room(s): Enter by name or number the testing rooms that will be used for administering the ASVAB. If additional space is needed, use part A, Remarks section of the form.

(m) Multiroom: Check "Yes" or "No" to indicate whether more than one room will be used to test.

(n) Break requested: Check "Yes" or "No" to indicate whether a scheduled break is required.

(o) Total proctors required: Enter the total number of proctors required to proctor the projected number of students.

(p) No. of school proctors: Enter the number of proctors for which the school is contracted.

(q) Responsible recruiter name, telephone: Enter the name and telephone number of the Service recruiter or IRC POC who is responsible for scheduling the school and/or coordinating proctor support.

(r) Number of recruiter proctors required: The number of recruiter proctors needed (in addition to any proctors the school will provide under contract) to make the total requirement. Fill in the number to be provided by each Service.

(s) Test administrators: State the number of OPM TAs and MEPS TAs scheduled to administer the test. Indicate by circling "Y" or "N" if TDY is required for the MEPS TA.

(t) Remarks: Self-explanatory.

(2) Part B:

(a) Item 1 - School confirmation letter mailed: Write in the date confirmation letter was mailed.

(b) Item 2 - School contacted to confirm testing details: Write in date of last confirmation contact with school prior to test.

(c) Item 3 - TA/proctor support confirmed: Date of

6 October 1997

USMEPCOM Reg 601-4

last confirmation of TA/proctor requirements.

(3) Part C:

(a) Item 1 - Date tested: (This item and all others in part will be completed by the responsible TA.) Write in the date of the test.

(b) Item 2 - Number of test booklets utilized: Self-explanatory.

(c) Item 3 - Test administrator, Agency Abbr, OPM/MEPS/SCH: Write in the TA's name and one of the three abbreviations provided to indicate agency.

(d) Item 4 - Did the test begin on time?: Self-explanatory.

(e) Item 5 - Was proctor support satisfactory?: Self-explanatory.

(f) Item 6 - Was the testing area adequate for administering the test?: Self-explanatory.

(g) Item 7 - Number of students tested: Place the number of students tested, by grade. The total should be the same as the number of books utilized.

(h) Item 8 - Remarks: Self-explanatory.

(4) Test Proctor Duties/Responsibilities Briefing Certification (reverse of form): Print full name(s) of proctor(s). For Service proctors indicate Service and grade. For school proctors indicate school. Obtain signature for each proctor.

e. USMEPCOM Form 601-4-4-R-E (Receipt of Armed Services Vocational Aptitude Battery (ASVAB) Booklets). Use this form to ensure accurate accounting for all test booklets when the test session requires more than one person as TA (for example, some multiroom sessions), and in any event where the TA must entrust the booklets to an assistant or any other authorized person. After the test is completed and all test booklets have been returned by the OPM or MEPS TA, cut or tear along the dotted line. The OPM or MEPS TA will retain the top half, and issue the bottom half to the assistant.

(1) Complete the top half of the form prior to issuing test booklets to TA assistant.

(a) To: Enter the MEPS name (e.g., Chicago).

(b) From: Legibly print the name of the assistant TA receiving the test booklets.

(c) Name of School: Enter the name of the school where the test is being conducted.

(d) Test Booklet Serial Number(s): Enter the test version and serial number(s) for all test booklets issued to TA assistant.

(e) Signature of recipient: Self-explanatory.

(f) Date: Enter the current date.

(2) Complete the bottom half of the form at the end of the test session, when booklets are returned.

(a) To: Enter the name of the specific assistant TA returning the test booklets (should be the "From" at the top of the form).

(b) Name of School: Enter the name of the school where the test session has been conducted (should be the same as at the top of the form).

(c) From: Enter the MEPS name (should be the same as at the top of the form).

(d) In section II the TA will fill in the name of the assistant returning the booklets and the test booklet serial numbers, sign and date the form.

(e) Signature of the test administrator: Self-explanatory.

(f) Date: Self-explanatory.

f. USMEPCOM Form 601-4-5-R-E (Student Testing Database Maintenance Form). Use this form to request changes to the student testing database related to a specific test session. It eliminates the need for a formal memorandum; MEPS may fax the form directly to HQ USMEPCOM. After maintenance is completed, HQ USMEPCOM will notify the MEPS telephonically of the changes. MEPS must wait 24 hours after maintenance is completed before information can be processed. Instructions for completing this

form are as follows:

- (1) To: Already completed.
- (2) From: Enter the name of the MEPS (i.e., Chicago).
- (3) Date: Enter the date of request.
- (4) Action Requested: Place an "X" in the appropriate box indicating the type of action requested. Fill in the blanks with the proper information where needed. Only one action should be requested per maintenance form.
- (5) School: Enter the name of the school.
- (6) School Code: Enter the school code.
- (7) Session Number: Enter the session number.
- (8) Sequence Number(s)(if required): Enter the sequence number(s) of the individual(s) who are to be deleted from the student database. List in sequential order, lowest to highest.
- (9) Justification: Enter a brief explanation for the action requested.
- (10) POC Name and Telephone Number: Enter the name and telephone number of the test coordinator. This assures the recipient that the test coordinator is aware of the request, and precludes duplication by someone else. It also provides the name of the individual to be contacted in the event HQ USMEPCOM has questions.

g. USMEPCOM Form 601-4-6-R-E (Centers of Influence Event Fund Cite Request). Use this form to request a fund cite for contracting with vendor for COI event. Instructions for completing this form are as follows:

- (1) FROM (MEPS): Self-explanatory.
- (2) THRU: Self-explanatory.
- (3) TO: Self-explanatory.
- (4) TO: Self-explanatory.
- (5) TO: Self-explanatory.
- (6) Name of Co-sponsor: The name of any agency (e.g.,

recruiting Service) that will share cost of event.

(7) Type of Event: Self-explanatory.

(8) Vendor: The paid provider of food (and most often the place) for the event.

(9) No. of Attendees: Total number of persons for whom meals will be provided.

(10) Date: The date the form is submitted by MEPS.

(11) Purpose of Event: Place a check mark in front of the purpose(s) that applies. Summarize what will be the presentation about the ASVAB Student Testing Program.

(12) MEPS Sponsored Attendees: Write the number of persons for whom MEPS will purchase food. If there is no co-sponsor, this number will be the same as "No. of Attendees". If there is a co-sponsor, fill in the number of persons representing MEPS' agreed-upon share. Calculate the cost of a single meal, including no more than 17 percent gratuity, and multiply this by the number of meals MEPS will purchase. Write this amount for "Total amount requested." The remainder of this section is self-explanatory.

(13) To be completed by Resource Management, HQ USMEPCOM: Self-explanatory.

h. HQ USMEPCOM Form 601-4-7-R-E (Centers of Influence Event After-action Report)(RCS: MOP-6). Use this form to document a description of a recent COI event. Instructions for completing the form are as follows:

(1) FROM: (MEPS) The MEPS sponsoring or co-sponsoring the event (e.g., Chicago).

(2) Location of Event: The vendor, city and State.

(3) Date/Time of Event: Self-explanatory.

(4) Centers of Influence (COI) Attendees: Place the total number of attendees who were COI invitees, DOD military personnel and DOD civilian personnel in the appropriate space. If it was a co-sponsored event, this will be the total of all attendees present, not just those for whom MEPS purchased food. Write the total cost to MEPS.

(5) Summary of Event: Self-explanatory.

(6) Immediate Benefits: Self-explanatory.

(7) Followup: Give a brief description of what will be done to ensure maximum return on the event (e.g., telephone calls or mailings to attendees).

(8) Signature: Self-explanatory.

(9) Date: Self-explanatory.

i. USMEPCOM Form 601-4-8-R-E(Centers of Influence Event Return on Investment Evaluation)(RCS: MOP-5). Use two-page form to evaluate return on investment for COI events. Instructions for completing the form are as follows:

(1) From: (MEPS) Self-explanatory.

(2) Location of Event: The name, city and State of the paid provider of services.

(3) Date/Time of Event: Date and time of the COI event.

(4) Answer the following questions...: Check the appropriate boxes for changes that occurred as result of the COI event, and fill in school-specific information on page 2.

(5) Describe follow-up action...: Summarize promotional actions taken after the event to capitalize on the exposure the event provided.

(6) Describe action taken...: Self-explanatory.

(7) Give assessment...: Give a summary statement of the ESS's/Commander's evaluation of the COI event relative to benefits to the STP.

(8) What are likely long-term results?: State any way the COI event may impact testing in the next 2 or more years.

(9) Signature (Education Services Specialist and Date: Self-explanatory.

(10) Signature (Commander) and Date: Self-explanatory.

(11) (Page 2): See item (4)above.

j. USMEPCOM Form 601-4-9-R-E (Student Testing Program

6 October 1997

USMEPCOM Reg 601-4

Quarterly Activity Report)(RCS: MOP-7). Use this two-page form to summarize activities of MEPS ESS' and report to HQ USMEPCOM. Instructions for completing USMEPCOM Form 601-4-9-R-E(RCS: MOP-7) are as follows:

- (1) FROM: (MEPS) Self-explanatory.
- (2) TO: CSL Fill in the sector name (i.e., Eastern Sector or Western Sector).
- (3) Date: Self-explanatory.
- (4) Total number of school visits made: This number should equal the number of schools listed on the second page of the report.
- (5) Number of visits to State/local...: Self-explanatory.
- (6) Conferences/conventions attended: Write the name of the convention/conference, and circle the letters that represent the purpose for attendance: P-ASVAB or related presentation; E-exhibit; PD-professional development.
- (7) Training/presentations: Include recruiter and MEPS personnel training.
- (8) Concerns/problems: Self-explanatory.
- (9) Other activities: Self-explanatory.
- (10) Signature (Education Services Specialist)and Date: Self-explanatory.
- (11) Signature (Commander) and Date: Self-explanatory.
- (12) Page 2: List schools visited or that were sent ACES.

k. USMEPCOM Form 601-4-10-R-E (Convention Return on Investment Evaluation)(RCS: MOP-9). Use this form will assess return on investment for conventions. Instructions for completing this form are as follows:

- (1) FROM: (MEPS) Self-explanatory.
- (2) TO: Already completed.
- (3) DATE: Self-explanatory.

6 October 1997

USMEPCOM Reg 601-4

(4) Organization: Give the spelled-out name of the organization.

(5) Place of Convention: Convention center or hotel, and city and State.

(6) Costs: List all financial expenditures for attendance and participation in the convention.

(7) Total registered attendees: Use the organization's official count.

(8) The number of new leads: These include business cards, address lists and electronically produced leads lists.

(9) Describe followup activities, and results: Self-explanatory.

(10) Name any new schools...: Self-explanatory.

(11) Give an assessment...: Self-explanatory.

(12) Signature (Education Services Specialist) and Date: Self-explanatory.

(13) Signature (commander) and Date: Self-explanatory.

6 October 1997

USMEPCOM Reg 601-4

Appendix F**List of States and Representative MEPS**

For each State and the Commonwealth of Puerto Rico, one MEPS commander and the associated ESS will be assigned responsibility to represent the ASVAB STP in all matters involving state level education departments and officials. States and the designated MEPS:

STATE	MEPS
Alabama	Montgomery
Alaska	Anchorage
Arizona	Phoenix
Arkansas	Little Rock
California	Sacramento
Colorado	Denver
Connecticut	Springfield
Delaware	Philadelphia
Florida	Tampa
Georgia	Atlanta
Hawaii	Honolulu
Idaho	Boise
Illinois	Chicago
Indiana	Indianapolis
Iowa	Des Moines
Kansas	Kansas City
Kentucky	Louisville
Louisiana	New Orleans
STATE	MEPS
Maine	Portland (ME)

6 October 1997

USMEPCOM Reg 601-4

Maryland and Wash DC	Baltimore
Massachusetts	Boston
Michigan	Lansing
Minnesota	Minneapolis
Mississippi	Jackson
Missouri	St. Louis
Montana	Butte
Nevada	Sacramento
New Hampshire	Portland (ME)
New Jersey	New York
New Mexico	Albuquerque
New York	Albany
North Carolina	Raleigh
North Dakota	Fargo
Ohio	Columbus
Oklahoma	Oklahoma City
Oregon	Portland
Pennsylvania	Harrisburg
Rhode Island	Boston
South Carolina	Ft. Jackson
South Dakota	Sioux Falls
Tennessee	Nashville
Texas	San Antonio
Utah	Salt Lake City

STATE

MEPS

Vermont	Albany
Virginia	Richmond

6 October 1997

USMEPCOM Reg 601-4

Washington	Seattle
West Virginia	Beckley
Wisconsin	Milwaukee
Wyoming	Denver

Commonwealth

MEPS

Puerto Rico	San Juan
-------------	----------

Appendix G

Checklist for Conducting an ASVAB Test Session

G-1. Before a scheduled test date, the TC/TA will:

____a. Ensure the school information (school code, name, address, telephone, etc.) is entered into the MEPS computer system, and the PC based Student Testing Software Program.

____b. Ensure the following scheduling information is entered on part A of USMEPCOM Form 601-4-3-R-E.

____ School name, address, ZIP Code, and school code.

____ Name and telephone number of scheduling official.

____ Service assigned (responsible for proctor support).

____ Number of students scheduled to test.

____ Number of Service proctors provided by the responsible Service.

____ Name and telephone number of the scheduling recruiter.

____c. Ensure adequate testing time (minimum 3 hours, preferably 3 hours and 15 minutes) is available.

____d. If necessary, coordinate availability of test administrators with OPM.

____e. Two to three work days before a scheduled test date, MEPS TA's assigned to administer the test will confirm the following with school official(s) and scheduling personnel. In instances where OPM is responsible for administering the test, the assigned OPM TA will assume the confirmation duties per CE 611-1.

____ Date and start/stop time of test.

____ Location of test.

____ Number of students to be tested.

____ Number of proctors required.

____ Points of contact.

____ Special provisions for the test.

____ Special arrangements or agreements made
by the recruiting Services or other
scheduling personnel (i.e.,
proctor support).

____f. Contact the responsible recruiting Service POC to
verify:

____ Time and date of the test.

____ Location of the school to be tested.

____ Service proctor arrival 30-45 minutes
before the test session.

____ Service proctor will be dressed
in the proper military uniform. (No
utility uniform, utility combination
uniform nor civilian clothing will be
worn by a military proctor unless
previously authorized by the MEPS
commander in coordination with the
IRC.)

____g. Ensure USMEPCOM Form 601-4-3-R-E, part B (school
confirmation), is correctly completed.

____h. Ensure adequate supply of materials.

____ Red felt-tip pen, and a spare, to
circle last answer on the sheet when
a student leaves the room.

____ Number of test booklets - number of
students plus an additional 10
percent.
used. All test versions will be

____ Number of answer sheets for total
number of test booklets.

____ Number 2 pencils for total number of
students plus spares.

____ Scratch paper for total number of students plus spares.

____ Inventory test booklets by booklet number.

____ Number of privacy act statements - number of students plus spares.

____ Countdown interval timer.

____ Make sure containers are locked to secure test materials.

G-2. On the scheduled test date, the TA (either MEPS or OPM) will:

____a. Arrive 30-45 minutes prior to testing.

____b. Possess a current USMEPCOM Form 601-4-3-R-E for the school, with parts A and B completed.

____c. If OPM, fill out OPM Form 697-A to record test session information.

____d. Check the testing site. It must promote professional testing.

____ Adequate lighting.

____ Adequate public address system, if necessary.

____ Adequate seating and working space for each student.

____e. Brief the proctors.

____ Assign each proctor an area.

____ Each responsible for no more than 40 students.

____ Move around each area.

____ Proper and concise answers to questions. Give no explanation or

clarifying response to inquiries about
test questions. Direct the student to
reread the question.)

_____ No recruiting; no single Service
advertising.

_____ Breaks when requested by school or
individual.

_____ TA is "IN CHARGE."

_____ Remain in testing room for entire test
session.

_____ What to do in cases of an emergency.

_____f. Obtain an accurate count of students in the test
session.

_____g. Ensure 40:1 student/proctor ratio is maintained.

_____h. Instill a positive testing environment.
Specifically:

_____ Establish rapport with students.

_____ Encourage students to do their best.

_____ Warn about the consequences of
cheating.

_____ Explain emergency procedures.

_____ Explain about individual student
breaks. (Students will not leave the
room with testing materials.)

_____ Explain importance of student's
signature on the back of page 1 of the
answer form. (Signature is required
for issuance of test results.)

_____ Make sure each student has an answer
form, test booklet, scratch paper and
No. 2 pencils.

_____ i. Administer the ASVAB test.

_____ Read instructions VERBATIM from Manual for Administration (ASVAB 18/19).

_____ TA should be the focal point in front of room.

_____ Collect completed page 1 of the answer sheet.

_____ Make sure page 1 of the answer sheet is correctly filled out.
(blocks 1,7,9,11,13).

_____ Verify student's signature on back of page 1.

_____ If possible, record start/stop time in front of the class.

_____ Set timing device properly.

_____ Monitor proper timing of each subtest.

_____ Maintain control of the test session.

_____ If a student leaves the room, collect test material and circle last item answered with red felt-tip pen.

_____j. Once the test has been completed, collect test booklets, student answer forms, scratch paper and pencils.

_____k. Before dismissing the students, inventory the test booklets, answer forms and used scratch paper. The TA will complete the bottom portion of USMEPCOM Form 601-4-4-R-E.

G-3. After the test has been completed and inventoried, the TA will:

_____a. If necessary, prepare USMEPCOM Form 601-4-R-E to record any test discrepancies.

_____b. Complete part C of USMEPCOM Form 601-4-3-R-E.

_____c. Make sure all proctors sign USMEPCOM Form 601-4-3-R-E, acknowledging responsibilities.

6 October 1997

USMEPCOM Reg 601-4

____d. Properly package answer forms for shipment. Include answer sheets, used scratch paper, USMEPCOM Form 601-4-3-R-E, USMEPCOM Form 601-4-R-E, and if OPM TA, OPM Form 697-A.

____e. Ship or hand carry the completed package:

____ To applicable MEPS.

____ Not later than 48 hours after the test has been completed.

____ By FedEx, UPS, or certified mail.

Appendix H

Guidelines for Assigning Test Session Numbers

H-1. Definition of terms

a. Session number - a 5-digit number which identifies MEPS and the sequential batch number. IT IS ALWAYS FOLLOWED BY A ONE-DIGIT RELEASE OPTION TO FORM A 6-DIGIT NUMBER THAT IDENTIFIES THE SESSION AND THE RELEASE OPTION. For example, following is a breakdown into representative components the 6-digit number 701028:

Session number = 70 (MEPS ID) + 102 (sequential batch number)
Release option code = 8

b. Session - the administration of the complete test in a specified timeframe at one school. One session may be administered in more than one room, using one or several TAs. Only one session number is assigned a multiroom administration of the test.

c. Split-Option (multiple release) Session - This is a session where the school selects more than one release option. It is assigned one session number that is used with each of the option codes. (Example: The 6-digit numbers 701021, 701027, and 701028 represent one session with three options.)

d. Split Session - A session where subtests 1 through 5 (at a minimum) are administered, test materials are collected and students are dismissed to be reassembled at a later time (up to 7 days) to complete the test. Split sessions are assigned one session number.

H-2. Examples of student testing situations

a. Forty-two (42) students participated in a split-option session. Twenty-five (25) students were designated release option 1, and seventeen (17) students were designated release option 8. During the test session two (2) students from the option 8 group were dismissed for cheating. A single session number will be assigned (for example, 03101), and MEPS will be credited with one session. The session number will be used with each of the three option codes:

031011 - no special instructions - 25 students
031018 - no recruiter contact from this listing - 15
students

6 October 1997

USMEPCOM Reg 601-4

031017 - not valid for enlistment - 2 students

A USMEPCOM Form 601-4-R-E will be completed for the two students processed under special instruction number 7.

b. A split session was given where subtests 1 through 5 were given one morning and the remaining subtests were given 4 days later in the afternoon. One student was dismissed for cheating after subtest 6. A single session number was assigned for the test session.

701021 - no special instructions - 50 students

701027 - not valid for enlistment - 1 student

c. A school tests a large session of 300 students. The test is given by two TAs. The test is administered in two separate rooms. Three release options were selected. This is a SINGLE test session that will be assigned one session number and three release options.

03 103 1 - no special instructions - 148 students

03 103 5 - do not release until end of school year -
148 students

03 103 7 - not valid for enlistment - 4 students

d. A session is conducted in the morning with one group of students and another session in the afternoon with a completely different group of students at the same school. Two separate session numbers will be assigned because they are two completely different sessions.

70 104 1 - session number 104, no special instructions

70 105 1 - session number 105, no special instructions

Exception to this policy - if a school needs statistical data for all the testers combined, the MEPS may process the session under one session number.

H-3. Handling of USMEPCOM Form 601-4-3-R-E by more than one TA

It is desirable to have only one USMEPCOM Form 601-4-3-R-E showing the total number of TAs in the space provided. There may be situations that require that each TA be provided a copy of USMEPCOM Form 601-4-3-R-E. For example, if two or more TAs administering the test in widely separated areas of the school and using their own test materials, it may be more convenient for each to have a copy of USMEPCOM 601-4-3-R-E. If more than one USMEPCOM Form 601-4-3-R-E is used, prepare a form for each testing area and indicate the test room/area, proctor support

6 October 1997

USMEPCOM Reg 601-4

required for each area, and the number of OPM/MEPS TAs being used for the area. The TC, upon receipt of the test materials, will consolidate all the information from the forms and derive a grand total for the number of students tested, number of TAs used, number of proctors required/present, etc. Assign one unique session number as shown above.

6 October 1997

USMEPCOM Reg 601-4

Glossary

Section I Abbreviations

ACES

ASVAB Career Exploration System

AFQT

Armed Forces Qualifying Test

ATCO

assistant test control officer

ASVAB

Armed Services Vocational Aptitude Battery

CE

career entry

CEP

Career Exploration Program

COI

centers of influence

CPO

civilian personnel office

CSL

command sector liaison

DA

Department of the Army

DMDC

Defense Manpower Data Center

DOD

Department of Defense

DODDS

Department of Defense Dependent School

ESS

education services specialist

6 October 1997

USMEPCOM Reg 601-4

FedEx

Federal Express

FN

file number

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IAW

in accordance with

ID

identification

IDP

Independent Development Plan

IF

Interest Finder

IMPAC

International Merchant Purchase Authorization Card

IRC

Interservice Recruitment Committee

JRCC

Joint Recruiting Commander Council

MAPWG

Manpower Accession Policy Working Group

MAQ

maximum allowable quantity

MEPS

military entrance processing station

MIRS

MEPCOM Integrated Resource System

MOWER

MEPS Obligation Workload Execution Report

NLT

not later than

6 October 1997

USMEPCOM Reg 601-4

NMP

national marketing plan

OASD

Office of the Assistant Secretary of Defense

OPM

Office of Personnel Management

POC

point of contact

QAR

Quarterly Activity Report

QuIC

quantitative information comparison

RCS

requirement control system

SF

standard form

STP

Student Testing Program

STARPUBS

Standard Army Publications System

STR

Student Testing Report

STS

Student Testing System

SY

school year

TA

test administrator

TC

test coordinator

6 October 1997

USMEPCOM Reg 601-4

TCO

test control officer

TDY

temporary duty

TOM-D

Testing Operations Management Data

UI

unit of issue

UPS

United Parcel Service

USMEPCOM

United States Military Entrance Command

Index

This index is organized alphabetically by topic and by subtopic within topic. Topics and subtopics are identified by paragraph number.

ASVAB test

- Administration time, 2-13
- Description, 2-2
- Voluntary aspect, 2-18

Centers of influence

- After-action report, 8-5
- Attendance constraints, 8-3
- Funding, 8-2
- Prohibitions, 8-4
- Return on investment, 8-6

Database

- Adding a school record, 6-2
- Changes in, 6-1
- Deleting record, 6-10
- Nontesting schools, 6-5
- Printing from, 6-11

Individual development plan, 9-6

Marketing plan, 1-4, C-1

Organizations

- ESS participation, 9-2, 9-4
- Membership purchase, 9-3

Proctor support

- Arrival time, 3-5
- No-show, 2-11
- Notification, 2-8
- Ratio, 2-8
- Role, 2-10
- Waiver, 2-8

Professional development, 9-5

Recruiter printout, 5-7

Release options, 2-7

Scheduling

- Confirmation, 2-6
- Dates, 2-6

6 October 1997

USMEPCOM Reg 601-4

Open season, 2-4

Priority, 2-5

Special instructions. **See** Release options.

Support materials, D-1

Test session

Assigning number, H-1

Breaks, 2-16, 3-6

Cancellation, 2-12

Checklist, G-1

Distractions, 2-14

Managing information of, 7-1

Multiroom, 4-3

Nonschool hour, 2-17

Scheduling, 2-3

Split, 2-15

Split option, 2-7, H-1